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 Summer Food Service Program

Montana Office of Public Instruction Sponsor Training Manual

Sponsor Enrollment & Reimbursement Claims

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1 Getting Started

Overview

Welcome to the Montana Office of Public Instruction (OPI) *CNPweb* sponsor training manual for Sponsor Enrollment & Reimbursement Claims (version 1.0). This training manual has been developed by Dynamic Internet Solutions for every sponsor who will use the Summer Food Service Program portion of the *CNPweb* on the OPI website.

What You Will Learn

The following table identifies the Summer Food Service Program enrollment packet and reimbursement claims tasks and where you can learn about them in this training manual.

Category	Task Description	Page
Enrollment Packets		
	Add a sponsor information sheet to your packet	13
	Add a site information sheet to your packet	22
	Add a program budget to your packet	26
	Correct input errors in a form	16
	Submit your packet to the OPI	31
	Correct an application form and resubmit your packet	32
	Revising an approved application form	36
Reimbursement Claims		
	Submit a monthly reimbursement claim	44
	Correct input errors in a reimbursement claim	16
	Revise a paid claim	47

Training Manual Features

The Summer Food Service Program SPONSOR TRAINING MANUAL provides you with the skills and knowledge you need to begin using the *CNPweb*. Specifically, this manual:

- Provides you with a general understanding of how the *CNPweb* fits into the ongoing work of the OPI Summer Food Service Program.
- Explains how to use the *CNPweb* features for the Summer Food Service Program related to enrollment packets and reimbursement claims.

Within each chapter, you will find the following features:

- Screen captures provide examples of *CNPweb* pages.

- Step-by-step instructions are numbered and take you through each procedure.
- Key points ensure that you don't miss critical information.

In addition, this manual includes a feedback page so you can recommend improvements to the training materials.

Access *CNPweb*

Before you can use the *CNPweb*, you must have the following:

- Access to the Internet.
- A valid user ID and password from the Montana Office of Public Instruction (OPI).



If you need a user ID or password, or if you need to change your password, contact the OPI.

Access the Sponsor Summary Page

The *CNPweb* SPONSOR SUMMARY page provides access to your enrollment packet and provides detailed information about your current packet status.

To access the *CNPweb* SPONSOR SUMMARY page:

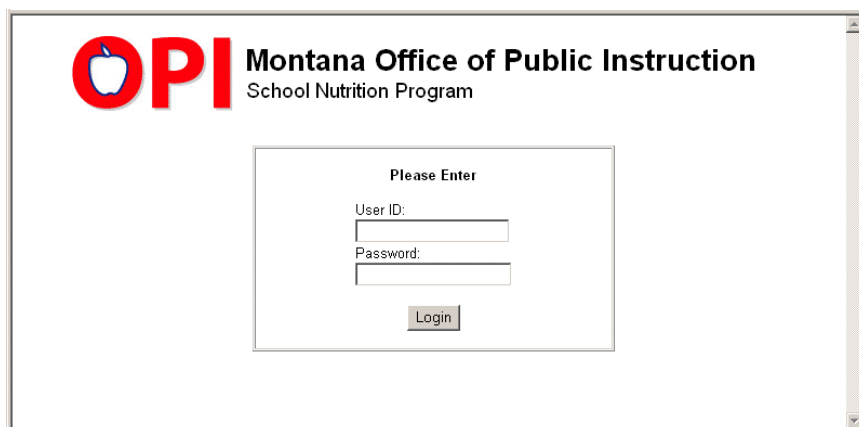
- Step 1:** Turn on your computer and login (as usual) to your computer network.



*You can also access the *CNPweb* from any computer connected to the Internet.*

- Step 2:** Open your Internet browser.

- Step 3:** Open the School Nutrition Program *CNPweb* using this URL (*CNPweb* address):
<http://data.opi.mt.gov/cnp/>
The *CNPweb* displays the School Nutrition Program login page.



Screen 1: The School Nutrition Program *CNPweb* login page.

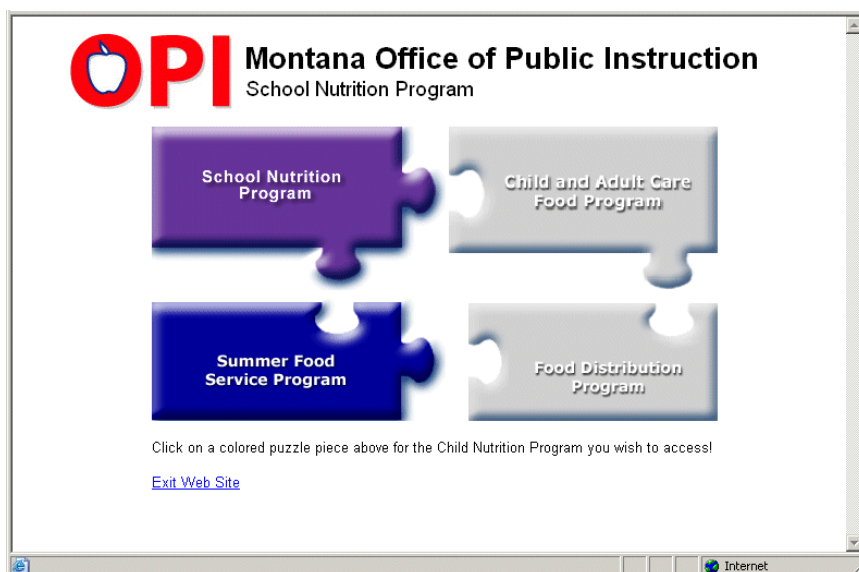
Step 4: Type your user ID and password.

Step 5: Click LOGIN.



If you provide an incorrect user ID or password, an error message displays on the Login page. If you cannot remember your user ID or password, contact the OPI.

The CNPweb displays the program selection menu.



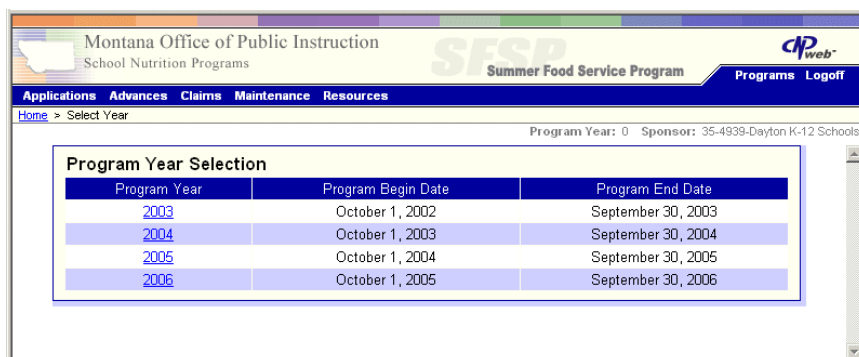
Screen 2: The School Nutrition Program program selection menu.



If your organization does not participate in a specific program, that program appears grayed out on this page.

Step 6: Click SUMMER FOOD SERVICE PROGRAM.

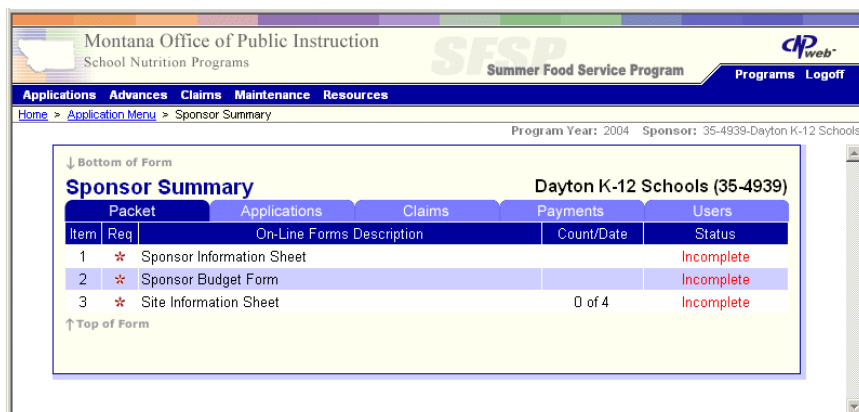
The CNPweb displays the PROGRAM YEAR SELECTION page.



Screen 3: The CNPweb Program Year Selection page.

Step 7: Click the desired program year.

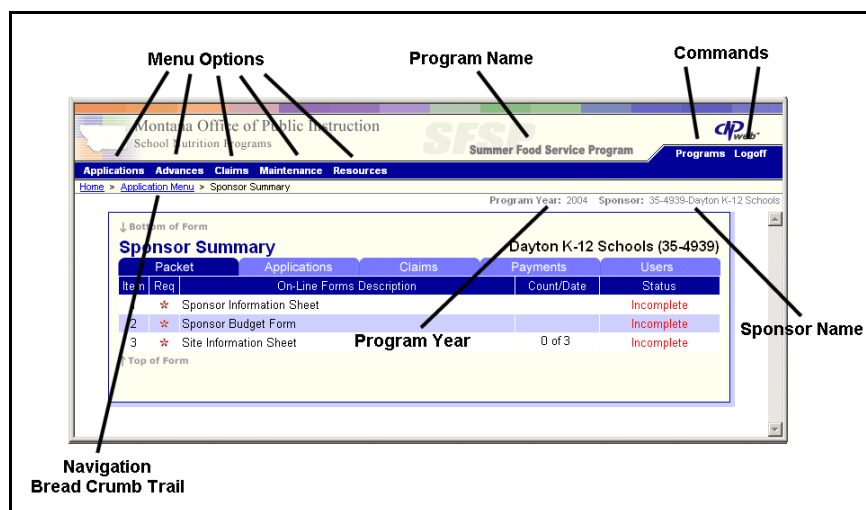
The CNPweb displays the SPONSOR SUMMARY page.



Screen 4: The Sponsor Summary page before creating your enrollment packet.

Page Content Overview

Each page of the *CNPweb* provides basic information and access to common commands.



Screen 5: A *CNPweb* page pointing out standard page information.



Each Child Nutrition Program serviced by the *CNPweb* uses a different color. The Summer Food Service Program color is blue.

Each page of the *CNPweb* displays the following pieces of information in the page heading:

Item	Description
Program Name	The selected program name, Summer Food Service Program, appears in the top band.
Commands	The following commands are always available in the blue menu band in the page header: <ul style="list-style-type: none"> ■ Programs – allows you to return to the Program Selection Page where you can change from the Summer Food Service Program to another program (if your organization participates in another program). ■ Logoff – allows you to quickly logoff from the Summer Food Service Program and School Nutrition Program website.

Item	Description
Menu Options	<p>The following menu options are available in the blue menu band in the page header:</p> <ul style="list-style-type: none"> ■ Applications – allows you to add and maintain each type of information sheet (sponsor and site) and program budget needed to participate in the Summer Food Service Program. ■ Advances – allows you to review information about Summer Food Service Program advances. ■ Claims – allows you to submit and modify reimbursement claims to the Summer Food Service Program. ■ Maintenance – allows you to view the current USDA Reimbursement Rates Entry created by the OPI. ■ Resources – provides access to resources outside of the CNPweb that help your organization participate in the Summer Food Service Program.
Navigation Trail (Bread Crumb Trail)	<p>In the yellow band below the menu, the <i>CNPweb</i> provides you with a navigation trail. This trail shows your location within the menu options at all times.</p> <hr/> <p><i>You can use the bread crumb trail to quickly return to a previous page by clicking the abbreviated page title.</i></p> <hr/>
Program Year	<p>Located below the navigation trail and to the right is the currently selected program year. The <i>CNPweb</i> requires you to select a program year before you can perform any activities.</p> <hr/> <p><i>You can change the program year by clicking this screen element.</i></p> <hr/>
Sponsor	<p>Located next to the program year is the sponsor ID and name of your sponsor organization.</p>

Logoff

Each time you finish using the *CNPweb*, you exit the website. The LOGOFF option appears in the header of every *CNPweb* page in the blue menu at the right of the screen.

To exit the *CNPweb*:

Step 1: Click LOGOFF.

The program displays the School Nutrition Program login page.

CNPweb Access

There are two methods for easy access to the School Nutrition Program *CNPweb* from your own computer.

- Add a bookmark or favorite to your browser while on the LOGIN page.
- Create a desktop shortcut that will open your browser to the LOGIN page.

Internet Explorer allows you to create a desktop shortcut for any *CNPweb* page that is currently displayed in the browser.

To create a desktop shortcut using Internet Explorer version 6:

Step 1: Display the login page in your browser.



For more information, see "Access the Sponsor Summary Page" on page 2.

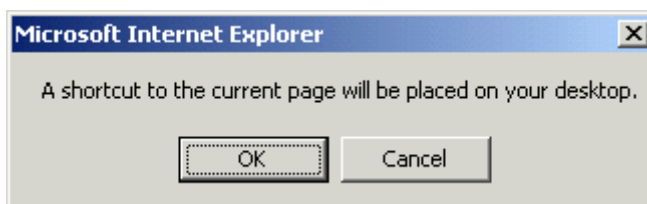
Step 2: Place your cursor anywhere inside the browser window.

Step 3: Right click.

The browser displays a menu.

Step 4: Select CREATE SHORTCUT.

The browser displays a shortcut confirmation window.



Screen 6: The desktop shortcut confirmation window.

Step 5: Click OK.

The shortcut has been added to your desktop.



Screen 7: An example of the School Nutrition Program desktop shortcut.

Once you have created this desktop shortcut, you can quickly access the School Nutrition Program *CNPweb* by double clicking the shortcut. Your computer will automatically open Internet Explorer and display the School Nutrition Program *CNPweb* login page.

2 Enrollment Packet

Overview

The *CNPweb* provides the tools that allow the Montana Office of Public Instruction (OPI) School Nutrition Program staff and Summer Food Service Program (SFSP) sponsor organizations to easily submit, review, and maintain the required program paperwork throughout each program year. As a sponsor, you use the *CNPweb* to document your participation in this program.

Before the start of the program year, your organization must submit an enrollment packet to participate in the Summer Food Service Program: The *CNPweb* identifies the specific components your organization must submit in your packet and provides you with easy access to the appropriate forms.

Your packet consists of the following forms:

- **Sponsor Information Sheet** – an application form that describes your organization and its participation in the SFSP. Every organization must submit one sponsor information sheet for each program year.
- **Site Information Sheet** – the *CNPweb* identifies the sites operated by your organization that the OPI expects to participate in the SFSP for the program year. For each site, you must submit one application.



If your organization operates sites that are not listed in your packet that participate in the SFSP, you must contact the OPI.

- **Sponsor Budget** – the *CNPweb* displays a sponsor budget form if your organization is required to submit a budget as part of your participation in the SFSP.



If your organization is not required to submit a budget, the budget form does not appear in your list of applications.

Sponsor Summary

The SPONSOR SUMMARY page provides access to most of the information related to your organization in a quick and easy format. Under the screen name SPONSOR SUMMARY, you will notice five tabs. Each tab gives you access to a different page of sponsor information.



To move between the Sponsor Summary pages, click the desired tab.

The SPONSOR SUMMARY page provides access to each of the following pages of sponsor information:

Page	Description
Packet	Allows you to view the status of the components of your enrollment packet. When your organization completes your packet, this page allows you to submit your packet to the OPI.
Applications	Allows you to create and maintain the information sheets (applications) and budget that make up your organization's enrollment packet. Allows you to track the status of revised information sheets or budget that you submit to the OPI throughout the program year (changes made after your packet was submitted and approved).
Claims	Allows you to create and maintain monthly reimbursement claims for your organization during the program year.
Payments	Allows you to view a summary of payments made to your organization during this program year.
Users	Allows you to review the list of CNPweb users for your organization.

This training manual provides instruction about the PACKET, APPLICATIONS, and CLAIMS pages.

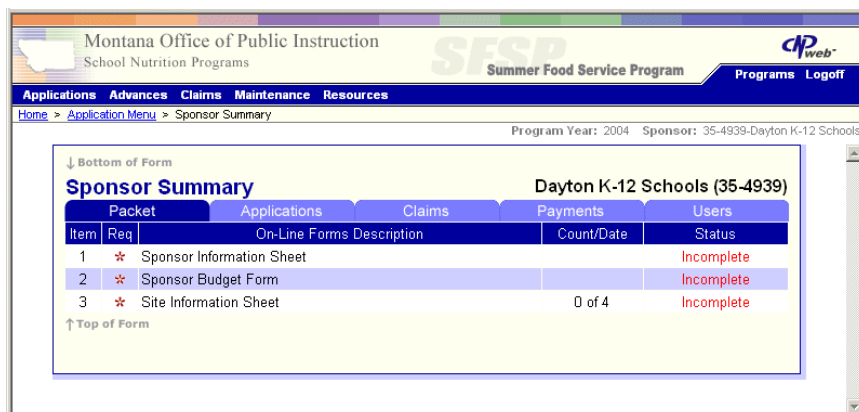
Sponsor Summary – Packet Page

The SPONSOR SUMMARY – PACKET page provides information about the status of your organization's Summer Food Service Program enrollment packet. As your organization works on the packet, the page expands to include a list of components that the OPI expects to receive with your packet.



Later in the program year, you may submit revised forms (sponsor information sheet, site information sheets, and budget) to the OPI as changes occur.

The Sponsor Summary – Packet page only tracks the status of your enrollment packet. The status of revised information sheets appears on the Sponsor Summary – Applications page. For more information, see "Sponsor Summary – Applications Page" on page 9.



Montana Office of Public Instruction
School Nutrition Programs

Summer Food Service Program

Applications Advances Claims Maintenance Resources

Home > Application Menu > Sponsor Summary

Program Year: 2004 Sponsor: 35-4939-Dayton K-12 Schools

↓ Bottom of Form

Sponsor Summary Dayton K-12 Schools (35-4939)

Packet	Applications	Claims	Payments	Users
Item	Req	On-Line Forms Description	Count/Date	Status
1	★	Sponsor Information Sheet		Incomplete
2	★	Sponsor Budget Form		Incomplete
3	★	Site Information Sheet	0 of 4	Incomplete

↑ Top of Form

Screen 8: An example of the Sponsor Summary -- Packet page showing an incomplete packet before starting work.

Sponsor Summary – Applications Page

The SPONSOR SUMMARY – APPLICATIONS page allows your organization to create and maintain the sponsor information sheet, budget, and site information sheets that make up your organization’s Summer Food Service Program enrollment packet.

The SPONSOR SUMMARY – APPLICATIONS page also tracks the status of revised application forms that you submit to the OPI throughout the program year. Because these revisions are submitted after your packet has been approved, the SPONSOR SUMMARY – PACKET page doesn’t track the status of application form revisions.

When you have revised application forms, the SPONSOR SUMMARY – APPLICATIONS page allows you to review the original version and each revision.

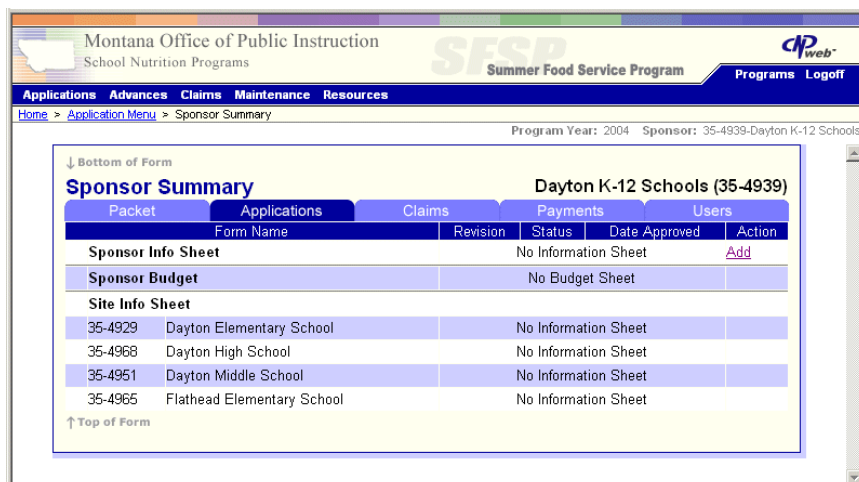
- The most current version displays on the page.
- Use the + (plus sign) to display an application form history for the current program year.
- Use the – (minus sign) to display only the current application form.



For more information about working with forms in your packet, see:

- “Submit a Sponsor Information Sheet” on page 13.
- “Submit a Site Information Sheet” on page 22.
- “Submit a Sponsor Budget” on page 26.

You must complete your sponsor information sheet first. Once it is completed, you can create the remaining forms in any order.



Screen 9: An example of the Sponsor Summary – Applications page before starting work on the packet.

Packet and Form Statuses

From the time your organization starts filling out your Summer Food Service Program packet until the OPI approves it, the *CNPweb* uses statuses to identify the location of your packet and individual forms in the creation and approval process.

- Each individual application form (sponsor information sheet, site information sheet, and budget) receives its own status on the SPONSOR SUMMARY – APPLICATIONS page.
- Each type of application form (sponsor information sheet, site information sheet, and budget) receives an overall status on the SPONSOR SUMMARY – PACKET page.

The following table explains each of the application form statuses:

Status	Description
Incomplete	<p>Before you begin working on your packet or a type of application form (sponsor information sheet, site information sheet, and budget), the <i>CNPweb</i> displays the INCOMPLETE status.</p> <ul style="list-style-type: none"> ■ When you submit an application form, the <i>CNPweb</i> checks it for errors. ■ If the application form contains errors, the <i>CNPweb</i> assigns the ERRORS status. ■ If the application form doesn't contain errors, the <i>CNPweb</i> assigns the PENDING SUBMISSION status. <p>The <i>CNPweb</i> uses the INCOMPLETE status for a type of application form (sponsor information sheet, site information sheet, and budget) on the SPONSOR SUMMARY – PACKET page when an individual application form has the ERRORS status.</p> <p>The <i>CNPweb</i> also uses the INCOMPLETE status for a type of application form (sponsor information sheet, site information sheet, and budget) on the SPONSOR SUMMARY – PACKET page when an individual application form has been returned by the OPI as NEEDS CORRECTION.</p> <p><i>The CNPweb never assigns the Incomplete status to an individual application form.</i></p>

Status	Description
Errors	<p>The <i>CNPweb</i> uses the ERRORS status when an application form (sponsor information sheet, site information sheet, and budget) contains input errors. The errors must be corrected before the sheet and packet can be submitted to the OPI for review and approval.</p> <ul style="list-style-type: none"> ■ The ERRORS status for an application form on the SPONSOR SUMMARY – APPLICATIONS page means that the form contains input errors and must be corrected. ■ The ERRORS status for a type of application form on the SPONSOR SUMMARY – PACKET page means that one or more of the individual forms within that type have input errors and must be corrected. <p>When an individual application form has the ERRORS status, the <i>CNPweb</i> gives that type of form the INCOMPLETE status.</p> <hr/> <p><i>When all errors are corrected, the <i>CNPweb</i> assigns the Pending Submission status.</i></p>
Pending Submission	<p>The <i>CNPweb</i> uses the PENDING SUBMISSION status when forms are ready to submit to the OPI for review and approval.</p> <ul style="list-style-type: none"> ■ The PENDING SUBMISSION status for an individual application form on the SPONSOR SUMMARY – APPLICATIONS page means that the form has been successfully filled out and is waiting for submission with your packet. ■ The PENDING SUBMISSION status for a type of application form on the SPONSOR SUMMARY – PACKET page means that you have successfully filled out every individual form that the OPI expects you to submit, and they are waiting for submission with your packet. <p>When you have successfully completed all of one type of application form, the <i>CNPweb</i> gives that type of form the PENDING SUBMISSION status.</p> <p>If the OPI returns your packet because one or more forms need correction, the <i>CNPweb</i> assigns the PENDING SUBMISSION status to the corrected application form.</p> <hr/> <p><i>When the OPI reviews and approves your packet, the <i>CNPweb</i> assigns the Approved status.</i></p>
Pending Approval	<p>The <i>CNPweb</i> uses the PENDING APPROVAL status when the OPI has your packet for review and approval.</p> <p>The <i>CNPweb</i> also assigns the PENDING APPROVAL status to a revised application form that you submit during the program year for review and approval.</p> <hr/> <p><i>Your organization cannot edit an application form with the Pending Approval status.</i></p>
Needs Correction	<p>The <i>CNPweb</i> uses the NEEDS CORRECTION status when the OPI has reviewed your packet and has returned one or more of your forms for corrections.</p> <p>You must edit these forms and make the required changes. When you submit the revised application form, the <i>CNPweb</i> checks the form for input errors, and assigns one of the following statuses:</p> <ul style="list-style-type: none"> ■ The ERRORS status means that the application form contains input errors that must be fixed before you can resubmit. ■ The PENDING SUBMISSION status means that the application form is ready to resubmit to the OPI.

Status	Description
Approved	<p>The <i>CNPweb</i> uses the APPROVED status for your packet when the OPI has reviewed and approved your packet. The APPROVED status also applies to individual forms that have been approved by the OPI.</p> <p>An approved application form remains in the <i>CNPweb</i>. If you need to make additional changes to an approved form, you must revise the form. The <i>CNPweb</i> keeps a history of the original application form and every revision throughout the program year.</p>

Sponsor Information Sheet

At the start of the program year, each sponsor must submit a sponsor information sheet as part of the Summer Food Service Program enrollment packet. The sponsor information sheet describes your organization's participation in the SFSP.



You must create this information sheet before you can create any of your site information sheets.

The *CNPweb* submits your entire packet to the OPI for review and approval once you have completed all of the components of your enrollment packet.

You can make changes to your sponsor information sheet as necessary throughout the program year. The OPI reviews and approves each change, and the *CNPweb* keeps a copy of each approved version of your sponsor information sheet.

You can perform each of the following sponsor information sheet tasks throughout the program year:

Task Description	Page
Submit a new sponsor information sheet for the program year (as part of your enrollment packet)	13
Correct sponsor information sheet input errors	16
Update a sponsor information sheet that the OPI has returned for correction	32
Revise an approved sponsor information sheet	36

Sponsor Information Sheet Statuses

The *CNPweb* assigns a status to your sponsor information sheet and displays the status on **SPONSOR SUMMARY – APPLICATIONS** page. The status identifies the location of the sponsor information sheet in the creation and approval process.



*The *CNPweb* uses the same statuses to track all forms in your enrollment packet. For more information about application form statuses, see "Packet and Form Statuses" on page 10.*

The following table identifies the actions you can take on a sponsor information sheet based on its status.

Status	View	Edit	Delete	Revise
Errors	■	■	■	
Pending Submission	■	■	■	
Pending Approval	■			
Needs Correction	■	■	■	
Approved	■			■

Submit a Sponsor Information Sheet

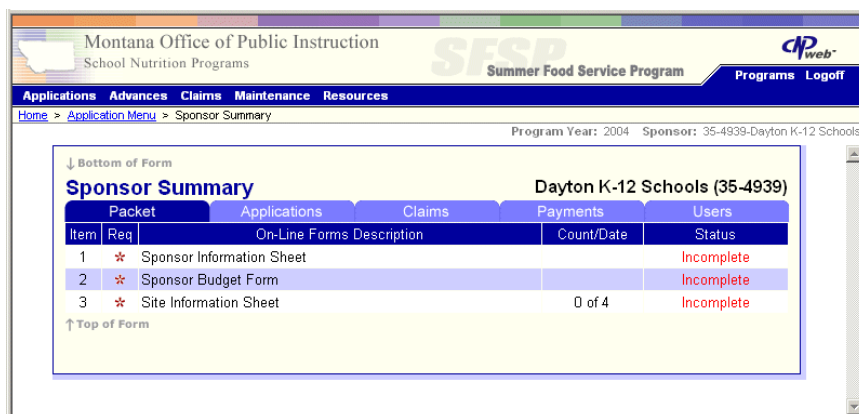
To create your organization's annual Summer Food Service Program sponsor information sheet for the upcoming program year through your enrollment packet:

Step 1: Display the SPONSOR SUMMARY page.



For more information, see "Access the Sponsor Summary Page" on page 2.

The CNPweb displays the SPONSOR SUMMARY – PACKET page.



Screen 10: An example of the Sponsor Summary – Packet page before creating a sponsor information sheet for this program year.

Step 2: Click the APPLICATIONS page.

The CNPweb displays the SPONSOR SUMMARY – APPLICATIONS page.

Montana Office of Public Instruction
School Nutrition Programs

SFSP Summer Food Service Program

Program Year: 2004 Sponsor: 35-4939-Dayton K-12 Schools

Sponsor Summary Dayton K-12 Schools (35-4939)

Packet	Applications	Claims	Payments	Users
Form Name		Revision	Status	Date Approved
Sponsor Info Sheet			No Information Sheet	Add
Sponsor Budget			No Budget Sheet	
Site Info Sheet				
35-4929	Dayton Elementary School		No Information Sheet	
35-4968	Dayton High School		No Information Sheet	
35-4951	Dayton Middle School		No Information Sheet	
35-4965	Flathead Elementary School		No Information Sheet	

Screen 11: An example of the Sponsor Summary – Applications page before submitting a sponsor information sheet.



The CNPweb requires that you submit your organization's sponsor information sheet before you can submit any other applications. The Add option is only available for the sponsor information sheet at this time.

Step 3: Locate the sponsor information sheet in the list.

Step 4: Click ADD.

The CNPweb displays the SPONSOR INFORMATION SHEET.

Montana Office of Public Instruction
School Nutrition Programs

SFSP Summer Food Service Program

Program Year: 2004 Sponsor: 35-4939-Dayton K-12 Schools

SFSP Sponsor Information Sheet

Dayton K-12 Schools (35-4939)

2003-2004 Program Year
Pending Submission
[New Application](#)

Site Enrollment Statistics

Total Sites: 0
Breakfast ADP: 0 AM Snack ADP: 0 Lunch ADP: 0 PM Snack ADP: 0 Supper ADP: 0

Mailing Address

(1) Addr1: (2) Addr2: (3) City: (4) State: (5) Zip Code:

Street Address

(6) Addr1: (7) Addr2: (8) City: (9) State: (10) Zip Code: (11) County:

Screen 12: An example of the Sponsor Information Sheet before adding any information.

Step 5: Complete the SPONSOR INFORMATION SHEET.



If you need assistance in completing these forms, contact the OPI.

Step 6: Click SUBMIT.

The *CNPweb* checks your sponsor information sheet for input errors.

Step 7: If errors are found, the *CNPweb* displays the SPONSOR INFORMATION SHEET – POST CONFIRMATION page with the error detection message.

Screen 13: An example of the Sponsor Information Sheet – Post Confirmation page showing the error detection message.



For more information, see “Form Input Errors” on page 16.

Step 8: If no errors are found, the *CNPweb* displays SPONSOR INFORMATION SHEET – POST CONFIRMATION page with the pending submission status message.

Screen 14: An example of the Sponsor Information Sheet – Post Confirmation page showing the pending submission status message.



When you submit your sponsor information sheet, even if it contains errors, the CNPweb updates your packet.

For more information, see "Sponsor Summary – Packet Page" on page 8.

Form Input Errors

Each time you submit a Summer Food Service Program form to the CNPweb, the CNPweb checks your form for input errors. If errors are found, you are required to fix them and resubmit the form.

- If you are preparing to submit your enrollment packet, it cannot be submitted to the OPI until all application forms are complete and error-free.
- If you are making a revision to an approved application form, the revision must be complete and error free.
- If you are preparing your original reimbursement claim or revising a paid reimbursement claim, the claim must be complete and error free.

To help you submit forms without errors, the CNPweb provides the following features:

- The CNPweb notifies you immediately after you submit a form with errors.



You are told when you submit a new form or claim that contains input errors.

You are also told if you make changes to a previously submitted form or claim and the changes create input errors.

- The CNPweb assigns the ERRORS status to every form or claim that contains errors. This way, you can easily identify if a form requires additional work because of errors.
- The CNPweb marks each error to help you to correct each error. The error messages identify the exact field that contains the error, and explain what caused the error.
- The error messages provide a method to move to the next error on an information sheet. This helps you quickly locate and resolve the errors throughout the form.



This training manual contains examples of error messages for the forms and claims you must submit.

Correcting Form Errors

If you submit a form or claim and receive the POST CONFIRMATION ERRORS DETECTED message, you can choose to correct the errors immediately, or you can return to the CNPweb at a later time to correct them.



You use the same procedure to correct input errors on any type of form, including:

- Sponsor Information Sheet
- Site Information Sheet
- Sponsor Budget.
- Reimbursement Claims

To correct a form with input errors:

Step 1: At the POST CONFIRMATION ERRORS DETECTED page, click to open the Listings page.



The exact Listing page name depends on the type of form you are working on.

OR

If you need to correct an error in an application form, display the SPONSOR SUMMARY – PACKET page and click the APPLICATIONS tab to display the SPONSOR SUMMARY – APPLICATIONS page.



For more information, see “Access the Sponsor Summary Page” on page 2.

OR

If you need to correct an error in a reimbursement claim, display the SPONSOR SUMMARY – PACKET page and click the CLAIMS tab to display the SPONSOR SUMMARY – CLAIMS page.

The CNPweb displays the appropriate page.

Packet	Applications	Claims	Payments	Users
Form Name		Revision	Status	Date Approved
Sponsor Info Sheet		0	Errors	View Edit Delete
Site Info Sheet				
35-4929	Dayton Elementary School	No Information Sheet		Add
35-4968	Dayton High School	No Information Sheet		Add
35-4951	Dayton Middle School	No Information Sheet		Add
35-4965	Flathead Elementary School	No Information Sheet		Add

Screen 15: An example of the Sponsor Summary – Applications page showing sponsor information sheet with errors.

Step 2: Locate the desired form with ERRORS status from the list on the page.



You can select any form on this page that has the Errors status.

Step 3: Click EDIT.
The CNPweb displays the selected page with error messages visible.

Montana Office of Public Instruction
School Nutrition Programs

SFSP Summer Food Service Program

Applications Advances Claims Maintenance Resources Programs Logoff

Home > Application Menu > Sponsor Summary > Sponsor Info

Program Year: 2004 Sponsor: 35-4939-Dayton K-12 Schools

SFSP Montana Office of Public Instruction
Sponsor Information Sheet
Dayton K-12 Schools
(35-4939) 2003-2004 Program Year
Errors
Revision 0

↓ Bottom of Form

Validation Errors

Information entered did not pass all of the validation rules associated with this form. Please review the following messages for detailed information concerning the error and its severity. Messages with a severity of "1" must be corrected before this form can be processed. A severity of "2" indicates some information may be missing or incomplete but the form can be processed as is. You can scroll down to see where the errors occurred or click on a section number below to jump directly to the appropriate section.

Go to Section: 1 3 5 6 7

Screen 16: An example of the Sponsor Information Sheet with input error message visible.

Step 4: Make all appropriate changes to the form.

Step 5: Scroll to the bottom of the form.

Montana Office of Public Instruction
School Nutrition Programs

SFSP Summer Food Service Program

Applications Advances Claims Maintenance Resources Programs Logoff

Home > Application Menu > Sponsor Summary > Sponsor Info

Program Year: 2004 Sponsor: 35-4939-Dayton K-12 Schools

C. Failure to return to the State Agency any start-up or advance payments which exceeded the amount earned for serving meals in accordance with this part, or failure to submit all claims for reimbursement in any prior year, provided that failure to return any advance payments for months for which claims for reimbursement are under dispute from any prior year will not be grounds for disapproval in accordance with this paragraph.

(88) General Comments:

Created By: 12345 Date Created: 4/6/2005 Modified By: 12345 Date Modified: 4/6/2005

↑ Top of Form

Submit Cancel

Screen 17: An example of the Sponsor Information Sheet showing the Submit button.

Step 6: If necessary, check the box above the SUBMIT button.

Step 7: Click SUBMIT.

The CNPweb checks your form for input errors.

Step 8: If errors are found, the *CNPweb* displays the POST CONFIRMATION – ERRORS DETECTED page for your form.



From here, you must correct all errors on the form and resubmit the form. You must repeat this process until all errors have been resolved.

Screen 18: An example of the Sponsor Information Sheet – Post Confirmation page showing the error detection message.



For more information, see "Form Input Errors" on page 16.

Step 9: If no errors are found on the application form, the *CNPweb* displays the POST CONFIRMATION page with the PENDING SUBMISSION status message.



*If you submit a revision that contains no errors, the *CNPweb* assigns the Pending Approval status and displays the Sponsor Information Sheet – Post Confirmation page with the pending approval status.*

Screen 19: An example of the Sponsor Information Sheet – Post Confirmation page showing the pending status message.



If you are working on your enrollment packet and it has not been approved, the CNPweb places this updated form in your packet.

If your packet has been approved and you are submitting a revision, the CNPweb submits your edited form to the OPI for review and approval.

Step 10: If no errors are found on the reimbursement form, the CNPweb displays the SPONSOR CLAIM SUMMARY page.



If you submit a revision that contains no errors, the CNPweb assigns the Pending Approval status and displays the appropriate Post Confirmation page with the pending approval status.

Meals Served To:	Breakfast	Lunch	Supper	AM Snack	PM Snack
Eligible Children (1st Meal)	4,501	4,501	0	4,501	0
Eligible Children (2nd Meal)	0	0	0	0	0
2nd Meals Allowed (2% of 1st)	0	0	0	0	0
Total Meals Served	4,501	4,501	0	4,501	0
Total Meals Allowed	4,501	4,501	0	4,501	0

Screen 20: An example of the Sponsor Claim Summary showing the pending status.

Validation Error Messages

The CNPweb provides you with details about each input error to help you correct the form and successfully submit it.

At the top of the form, the CNPweb displays the VALIDATION ERRORS message. This message describes the two types of error messages, and provides a listing of the form sections that contain input errors.

Validation Errors

Information entered did not pass all of the validation rules associated with this form. Please review the following messages for detailed information concerning the error and its severity. Messages with a severity of "1" must be corrected before this form can be processed. A severity of "2" indicates some information may be missing or incomplete but the form can be processed as is. You can scroll down to see where the errors occurred or click on a section number below to jump directly to the appropriate section.

Go to Section: [1](#) [3](#) [5](#) [6](#) [7](#)

Screen 21: An example of the Sponsor Information Sheet Validation Errors message showing errors in sections 1, 3, 4, 5, 6 and 7.



You can scroll through the form to locate the first error, or you can click the section numbers to jump directly to a section.

When you view a section of a form with input errors, the *CNPweb* provides you with details about each input error within the section.

Section 5 - Validation Errors		
Field No.	Severity	Description
61A	1	At least 1 Site Personnel Training Session date is required.
Go to Section: 5 6 7		

Screen 22: An example of the Sponsor Information Sheet Validation Errors message for a form section showing one error in this section.

The section validation error message provides the following information about each input error in this section:

Status	Description
Field Number	Provides the field number where the error occurs. Each field on this form has a unique field number.
Severity	<p>The severity of the error is rated as 1 or 2.</p> <ul style="list-style-type: none"> ■ Severity 1 – errors must be corrected before the form will be submitted for approval. ■ Severity 2 – errors that do not prevent the form from being submitted for approval. <p>All errors should be corrected on this form.</p>
Description	A statement of the error condition, with information designed to help you fix the error.

When you view a field that contains an input error, the *CNPweb* provides you with details about that error.

(73)	<input type="radio"/> Yes <input type="radio"/> No	Does the applicant organization provide any ongoing, year-round service
Year Round Service choice is required. hity? i.e., public education, recreation, family counseling, etc.		

Screen 23: An example of a field error number showing the error description.

The *CNPweb* also marks each field with an input error. The field number appears in red.



If you place your mouse over the field number, the *CNPweb* displays the error description text.

Site Information Sheet

At the start of the program year, each sponsor must submit one or more site information sheets as part of the Summer Food Service Program enrollment packet. The site information sheet describes a site and how it participates in the SFSP.



Your organization must submit a separate site information sheet for each site that participates in the SFSP.

The *CNPweb* prepares a list of sites that require site information sheets based on the information you provided to the OPI about your organization's sites. The *CNPweb* submits your entire packet to the OPI

for review and approval once you have completed all of the components for your enrollment packet.

You can make changes to your site information sheets as necessary throughout the program year. The OPI reviews and approves each change, and the *CNPweb* keeps a copy of each approved version of each site information sheet.

You can perform each of the following site information sheet tasks throughout the program year:

Task Description	Page
Submit a new site information sheet for the program year (as part of your enrollment packet)	22
Correct site information sheet input errors	16
Update a site information sheet that the OPI has returned for correction	32
Revise an approved site information sheet	36

Site Information Sheet Statuses

The *CNPweb* assigns a status to each site information sheet and displays the status on SPONSOR SUMMARY – APPLICATIONS page. The status identifies the location of a site information sheet in the creation and approval process.



The CNPweb uses the same statuses to track all forms in your enrollment packet. For more information about application form statuses, see "Packet and Form Statuses" on page 10.

The following table identifies the actions you can take on a site information sheet based on its status.

Status	View	Edit	Delete	Revise
Errors	■	■	■	
Pending Submission	■	■	■	
Pending Approval	■			
Needs Correction	■	■	■	
Approved	■			■

Submit a Site Information Sheet

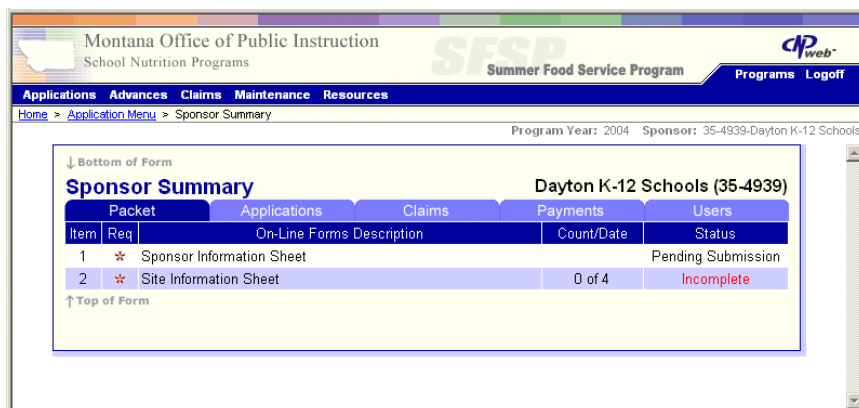
To create each Summer Food Service Program site information sheet for the upcoming program year through your enrollment packet:

Step 1: Display the SPONSOR SUMMARY page.



For more information, see "Access the Sponsor Summary Page" on page 2.

The *CNPweb* displays the SPONSOR SUMMARY – PACKET page.



Montana Office of Public Instruction
School Nutrition Programs

Summer Food Service Program

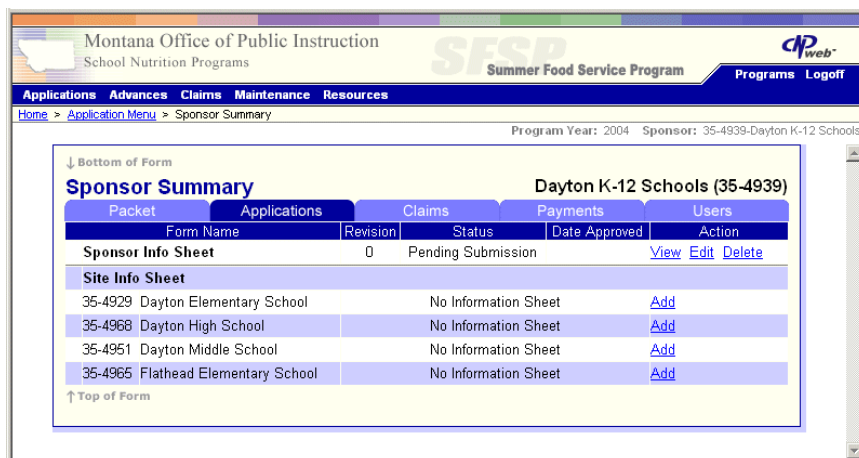
Program Year: 2004 Sponsor: 35-4939-Dayton K-12 Schools

Sponsor Summary Dayton K-12 Schools (35-4939)

Item	Req	On-Line Forms Description	Count/Date	Status
1	★	Sponsor Information Sheet		Pending Submission
2	★	Site Information Sheet	0 of 4	Incomplete

Screen 24: An example of the Sponsor Summary – Packet page before creating any site information sheets for this program year.

Step 2: Click the APPLICATIONS page.
The CNPweb displays the SPONSOR SUMMARY – APPLICATIONS page.



Montana Office of Public Instruction
School Nutrition Programs

Summer Food Service Program

Program Year: 2004 Sponsor: 35-4939-Dayton K-12 Schools

Sponsor Summary Dayton K-12 Schools (35-4939)

Form Name	Revision	Status	Date Approved	Action
Sponsor Info Sheet	0	Pending Submission		View Edit Delete
Site Info Sheet				
35-4929 Dayton Elementary School		No Information Sheet		Add
35-4968 Dayton High School		No Information Sheet		Add
35-4951 Dayton Middle School		No Information Sheet		Add
35-4965 Flathead Elementary School		No Information Sheet		Add

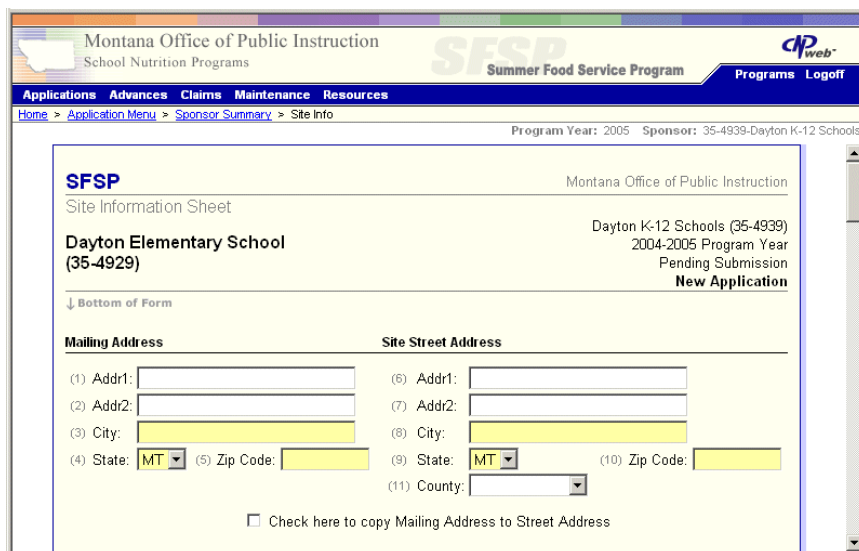
Screen 25: An example of the Sponsor Summary – Applications page before submitting a site information sheet.

Step 3: Locate the desired site in the list.



If the desired site doesn't appear on the list, it means that the OPI doesn't expect that site to participate in the SFSP. Contact the OPI if you have a site that participates in the SFSP that doesn't appear in this list.

Step 4: Click ADD.
The CNPweb displays the SITE INFORMATION SHEET for the selected site.



Screen 26: An example of the site information sheet for a site before adding any information.

Step 5: Complete the SITE INFORMATION SHEET.

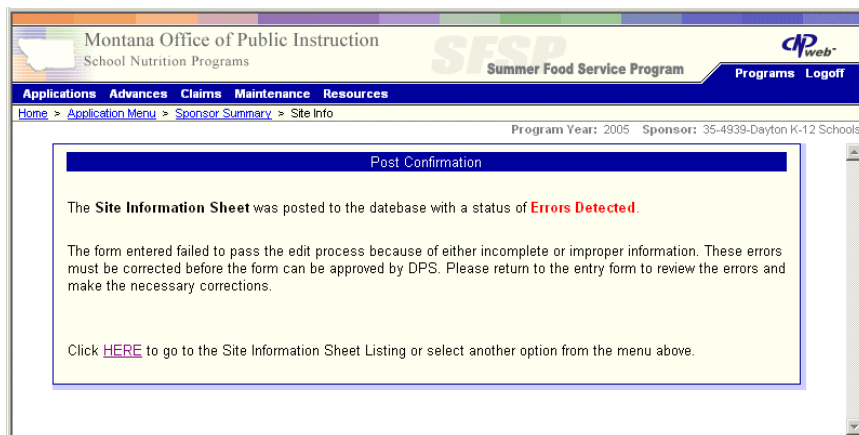


If you need assistance in completing these forms, contact the OPI.

Step 6: Click SUBMIT.

The *CNPweb* checks your site information sheet for input errors.

Step 7: If errors are found, the *CNPweb* displays the SITE INFORMATION SHEET – POST CONFIRMATION page with the error detection message.

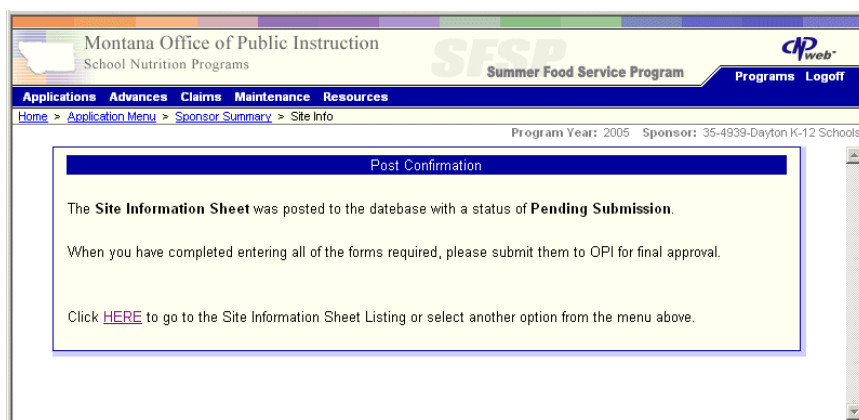


Screen 27: An example of the Center Information Sheet – Post Confirmation page showing the error detection message.



For more information, see "Form Input Errors" on page 16.

Step 8: If no errors are found, the *CNPweb* displays the SITE INFORMATION SHEET – POST CONFIRMATION page with the pending submission status message.



Screen 28: An example of the Site Information Sheet – Post Confirmation page showing the pending submission status message.



If you have successfully submitted all forms in your sponsor enrollment packet, you may be ready to submit your packet. For more information, see "Packet Preparation" on page 28.

Step 9: Repeat **Step 1** through **Step 8** for each remaining site.

Sponsor Budget

At the start of the program year, your organization may be required to submit a budget as part of your Summer Food Service Program enrollment packet. If required, you must complete your budget as part of your enrollment packet.

The *CNPweb* submits your entire packet to the OPI for review and approval once you have completed all forms in your enrollment packet.

You can make changes to your budget as necessary throughout the program year. The OPI reviews and approves each change, and the *CNPweb* keeps a copy of each approved version of the budget..

You can perform each of the following budget tasks throughout the program year:

Task Description	Page
Submit a new sponsor budget for the program year (as part of your enrollment packet)	26
Correct sponsor budget input errors	16
Update a sponsor budget that the OPI has returned for correction	32
Revise an approved sponsor budget	36

Sponsor Budget Statuses

The *CNPweb* assigns a status to your budget and displays the status on SPONSOR SUMMARY – APPLICATIONS page. The status identifies the location of the budget in the creation and approval process.



The CNPweb uses the same statuses to track all forms in your enrollment packet. For more information about application form statuses, see “Packet and Form Statuses” on page 10.

The following table identifies the actions you can take on a budget based on its status.

Status	View	Edit	Delete	Revise
Errors	■	■	■	
Pending Submission	■	■	■	
Pending Approval	■			
Needs Correction	■	■	■	
Approved	■			■

Submit a Sponsor Budget

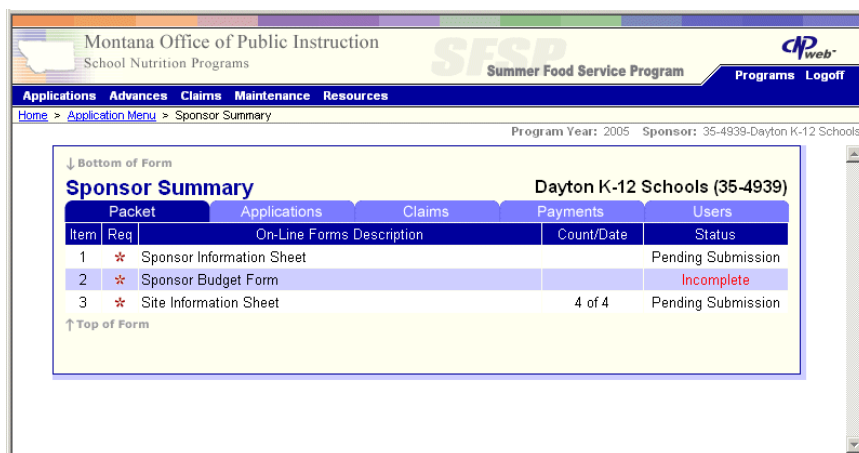
To create your organization’s annual Summer Food Service Program sponsor budget for the upcoming program year:

Step 1: Display the SPONSOR SUMMARY page.



For more information, see “Access the Sponsor Summary Page” on page 2.

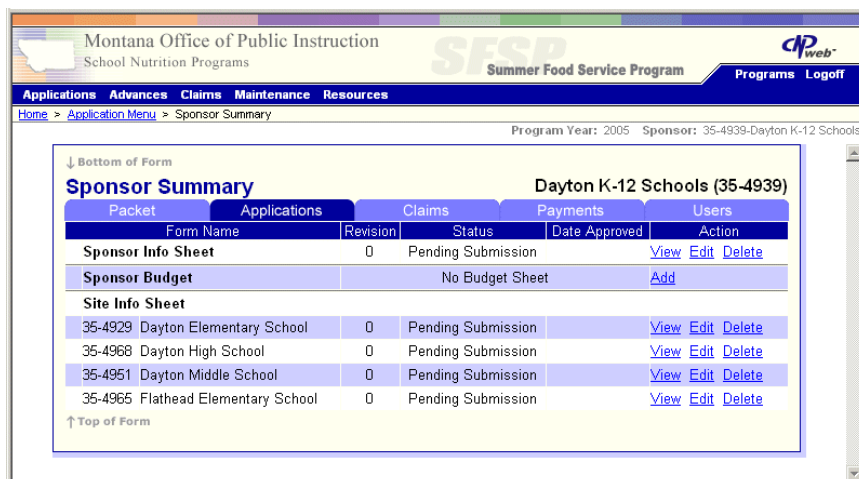
The *CNPweb* displays the SPONSOR SUMMARY – PACKET page.



Screen 29: An example of the Sponsor Summary – Packet page before creating a budget for this program year.

Step 2: Click the APPLICATIONS tab.

The *CNPweb* displays the SPONSOR SUMMARY – APPLICATIONS page.



Montana Office of Public Instruction
School Nutrition Programs

SFSP Summer Food Service Program

Applications Advances Claims Maintenance Resources

Home > Application Menu > Sponsor Summary

Program Year: 2005 Sponsor: 35-4939-Dayton K-12 Schools

↓ Bottom of Form

Sponsor Summary Dayton K-12 Schools (35-4939)

Packet	Applications	Claims	Payments	Users
Form Name	Revision	Status	Date Approved	Action
Sponsor Info Sheet	0	Pending Submission		View Edit Delete
Sponsor Budget		No Budget Sheet		Add
Site Info Sheet				
35-4929 Dayton Elementary School	0	Pending Submission		View Edit Delete
35-4968 Dayton High School	0	Pending Submission		View Edit Delete
35-4951 Dayton Middle School	0	Pending Submission		View Edit Delete
35-4965 Flathead Elementary School	0	Pending Submission		View Edit Delete

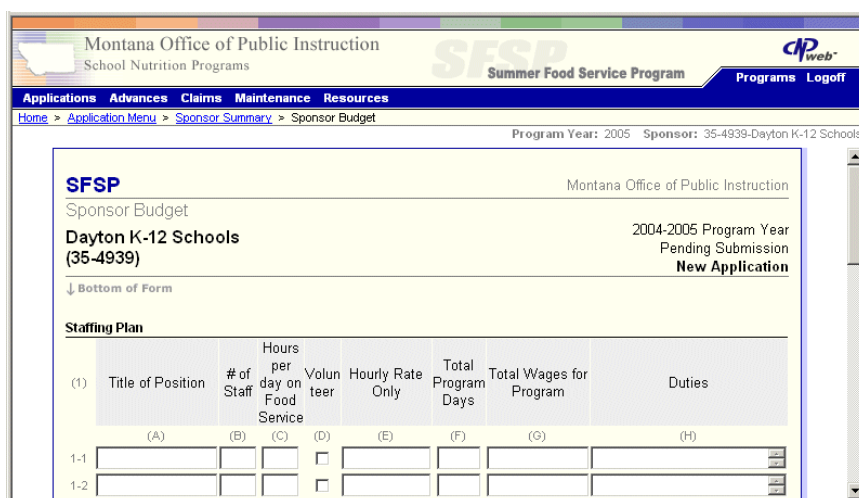
↑ Top of Form

Screen 30: An example of the Sponsor Summary – Applications page before creating a budget.

Step 3: Locate the budget in the list.

Step 4: Click ADD.

The CNPweb displays the SPONSOR BUDGET form.



Montana Office of Public Instruction

SFSP Summer Food Service Program

Applications Advances Claims Maintenance Resources

Home > Application Menu > Sponsor Summary > Sponsor Budget

Program Year: 2005 Sponsor: 35-4939-Dayton K-12 Schools

↓ Bottom of Form

SFSP Sponsor Budget

Dayton K-12 Schools (35-4939)

2004-2005 Program Year
Pending Submission
New Application

Staffing Plan

(1)	Title of Position	# of Staff	Hours per day on Food Service	Volunteer	Hourly Rate Only	Total Program Days	Total Wages for Program	Duties
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
1-1				<input type="checkbox"/>				
1-2				<input type="checkbox"/>				

Screen 31: An example of the Sponsor Budget page before adding any information.

Step 5: Complete the SPONSOR BUDGET.

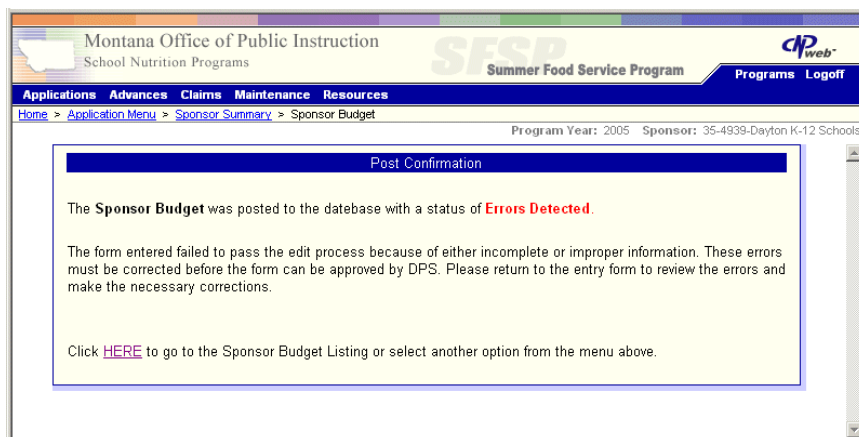


If you need assistance in completing the form, contact the OPI.

Step 6: Click SUBMIT.

The CNPweb checks your sponsor budget for input errors.

Step 7: If errors are found, the CNPweb displays the SPONSOR BUDGET – POST CONFIRMATION page with the error detection message.

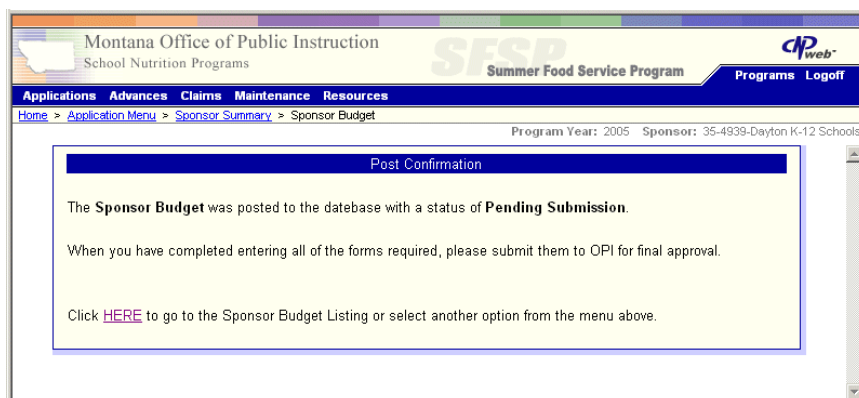


Screen 32: An example of the Sponsor Budget – Post Confirmation page showing the error detection message.



For more information, see “Form Input Errors” on page 16.

Step 8: If no errors are found, the *CNPweb* displays SPONSOR BUDGET – POST CONFIRMATION page with the pending submission status message.



Screen 33: An example of the Sponsor Budget – Post Confirmation page showing the pending submission status message.



If you have successfully submitted all forms in your enrollment packet, you may be ready to submit your packet. For more information, see “Packet Preparation” on page 28.

Packet Preparation

After completing all components of your organization’s Summer Food Service Program enrollment packet, you are ready to submit your packet to the OPI.

Before you submit your packet, you must review the status of each application form to make sure your packet is ready. You cannot submit your packet until:

- Your sponsor information sheet has the PENDING SUBMISSION status.
- All site information sheets have the PENDING SUBMISSION status.
- Your sponsor budget has the PENDING SUBMISSION status (if required for your organization).



Once you submit your packet, you cannot make changes to your forms until they are approved by the OPI. Make sure they are complete and accurate before you submit them.

Review Your Packet

To review your enrollment packet:

Step 1: Display the SPONSOR SUMMARY page.



For more information, see "Access the Sponsor Summary Page" on page 2.

The CNPweb displays the SPONSOR SUMMARY – PACKET page.

Montana Office of Public Instruction
School Nutrition Programs

SFSP Summer Food Service Program

Applications Advances Claims Maintenance Resources Programs Logoff

Home > Application Menu > Sponsor Summary

Program Year: 2005 Sponsor: 35-4939-Dayton K-12 Schools

↓ Bottom of Form

Sponsor Summary

Dayton K-12 Schools (35-4939)

Item	Req	On-Line Forms Description	Count/Date	Status
1	★	Sponsor Information Sheet		Pending Submission
2	★	Sponsor Budget Form		Pending Submission
3	★	Site Information Sheet	4 of 4	Pending Submission

☐ Check here and click on the "Submit" button below to submit forms to the State for Approval.
(Once the forms have been submitted to the State Agency, no additional changes can be made prior to Approval.)

Submit

↑ Top of Form

Screen 34: The Sponsor Summary – Packet page showing all required types of forms with the Pending Submission status.

Step 2: Make sure that all required types of forms for your organization have the PENDING SUBMISSION status.

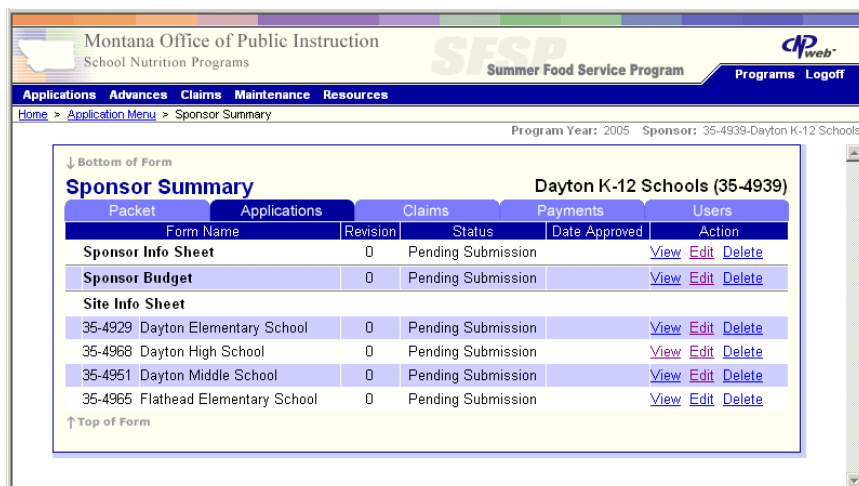


If one or more do not have the Pending Submission status, you must review the individual forms and get them to the Pending Submission status.

- For more information, see "Sponsor Information Sheet" on page 12.
- For more information, see "Site Information Sheet" on page 21.
- For more information, see "Sponsor Budget" on page 25.

Step 3: Click the APPLICATIONS page.

The CNPweb displays the SPONSOR SUMMARY – APPLICATIONS page.



Montana Office of Public Instruction
School Nutrition Programs

Summer Food Service Program

Program Year: 2005 Sponsor: 35-4939-Dayton K-12 Schools

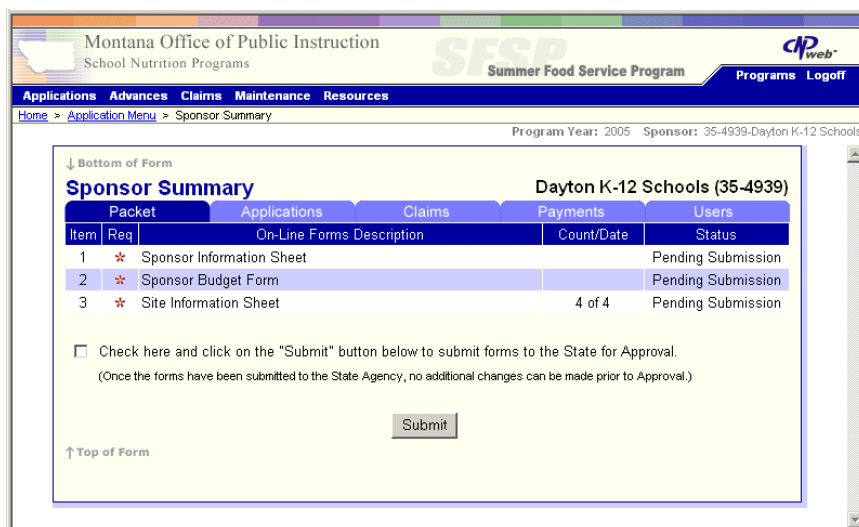
Sponsor Summary Dayton K-12 Schools (35-4939)

Packet	Applications	Claims	Payments	Users
Form Name	Revision	Status	Date Approved	Action
Sponsor Info Sheet	0	Pending Submission		View Edit Delete
Sponsor Budget	0	Pending Submission		View Edit Delete
Site Info Sheet				
35-4929 Dayton Elementary School	0	Pending Submission		View Edit Delete
35-4968 Dayton High School	0	Pending Submission		View Edit Delete
35-4951 Dayton Middle School	0	Pending Submission		View Edit Delete
35-4965 Flathead Elementary School	0	Pending Submission		View Edit Delete

Screen 35: An example of the Sponsor Summary – Applications page showing all individual forms with the Pending Submission status.

Step 4: View each of the application forms to make sure that they are complete and accurate (if necessary).

Step 5: Click the PACKET page.
The CNPweb displays the SPONSOR SUMMARY – PACKET page.



Montana Office of Public Instruction
School Nutrition Programs

Summer Food Service Program

Program Year: 2005 Sponsor: 35-4939-Dayton K-12 Schools

Sponsor Summary Dayton K-12 Schools (35-4939)

Item	Req	On-Line Forms Description	Count/Date	Status
1	★	Sponsor Information Sheet		Pending Submission
2	★	Sponsor Budget Form		Pending Submission
3	★	Site Information Sheet	4 of 4	Pending Submission

☐ Check here and click on the "Submit" button below to submit forms to the State for Approval.
(Once the forms have been submitted to the State Agency, no additional changes can be made prior to Approval.)

[Submit](#)

Screen 36: The Sponsor Summary – Packet page showing all required types of forms with the pending submission status.



Once you submit your packet, you cannot make changes to your forms until they are approved by the OPI. Make sure they are complete and accurate before you submit them.

Submit Your Packet

To submit your enrollment packet to the OPI for approval:

Step 1: Display the SPONSOR SUMMARY page.



For more information, see "Access the Sponsor Summary Page" on page 2.

The CNPweb displays the SPONSOR SUMMARY – PACKET page.

Montana Office of Public Instruction
School Nutrition Programs

SPSP Summer Food Service Program

Applications Advances Claims Maintenance Resources

Home > Application Menu > Sponsor Summary

Program Year: 2005 Sponsor: 35-4939-Dayton K-12 Schools

↓ Bottom of Form

Sponsor Summary

Dayton K-12 Schools (35-4939)

Item	Req	On-Line Forms Description	Count/Date	Status
1	★	Sponsor Information Sheet		Pending Submission
2	★	Sponsor Budget Form		Pending Submission
3	★	Site Information Sheet	4 of 4	Pending Submission

☐ Check here and click on the "Submit" button below to submit forms to the State for Approval.
(Once the forms have been submitted to the State Agency, no additional changes can be made prior to Approval.)

Submit

↑ Top of Form

Screen 37: The Sponsor Summary – Packet page showing all required forms with the pending submission status.



The Submit button appears when all forms have the Pending Submission status.

Step 2: Check the box above the SUBMIT button.



Once you submit your packet, you cannot make changes to your forms until they are approved by the OPI. Make sure they are complete and accurate before you submit them.

For more information, see "Review Your Packet" on page 29.

Step 3: Click SUBMIT.

The CNPweb submits your packet to the OPI for approval and displays the SPONSOR SUMMARY – PACKET page with updated status information.

Montana Office of Public Instruction
School Nutrition Programs

SFSP Summer Food Service Program

Applications Advances Claims Maintenance Resources

Home > Application Menu > Sponsor Summary

Program Year: 2005 Sponsor: 35-4939-Dayton K-12 Schools

↓ Bottom of Form

Sponsor Summary Dayton K-12 Schools (35-4939)

Packet		Applications	Claims	Payments	Users
Item	Req	On-Line Forms Description		Count/Date	Status
1	★	Sponsor Information Sheet			Pending Approval
2	★	Sponsor Budget Form			Pending Approval
3	★	Site Information Sheet		4 of 4	Pending Approval
4		Forms Submitted to State for Approval		4/7/2005	Pending Approval

↑ Top of Form

Screen 38: An example of the Sponsor Summary – Packet page after submitting your packet to the OPI for approval.

Packet Corrections

Occasionally, the OPI will return one or more of the forms in your Summer Food Service Program packet for correction. When this happens, you must correct the forms and resubmit your packet to the OPI for approval.

You can tell that forms have been returned by checking the status on the SPONSOR SUMMARY – PACKET page.

Montana Office of Public Instruction
School Nutrition Programs

SFSP Summer Food Service Program

Applications Advances Claims Maintenance Resources

Home > Application Menu > Sponsor Summary

Program Year: 2005 Sponsor: 35-4939-Dayton K-12 Schools

↓ Bottom of Form

Sponsor Summary Dayton K-12 Schools (35-4939)

Packet		Applications	Claims	Payments	Users
Item	Req	On-Line Forms Description		Count/Date	Status
1	★	Sponsor Information Sheet			Pending Approval
2	★	Sponsor Budget Form			Pending Approval
3	★	Site Information Sheet		4 of 4	Incomplete

↑ Top of Form

Screen 39: An example of the Sponsor Summary – Packet page showing that one or more site information sheets have been returned for correction.



The CNPweb identifies the type of application form that needs correction by giving it the Incomplete status. For more information, see “Packet and Form Statuses” on page 10.

Correcting a Returned Form

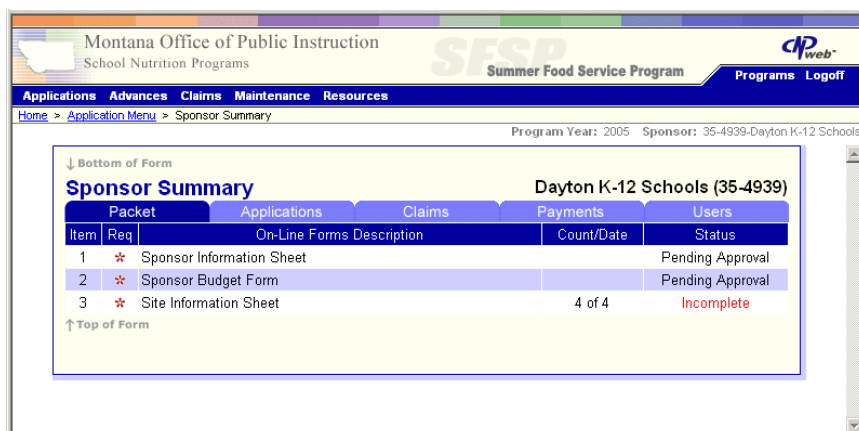
To correct an application form that has been returned by the OPI:

Step 1: Display the SPONSOR SUMMARY page.



For more information, see “Access the Sponsor Summary Page” on page 2.

The *CNPweb* displays the SPONSOR SUMMARY – PACKET page.



Montana Office of Public Instruction
School Nutrition Programs

Summer Food Service Program

Applications Advances Claims Maintenance Resources

Home > Application Menu > Sponsor Summary

Program Year: 2005 Sponsor: 35-4939-Dayton K-12 Schools

↓ Bottom of Form

Sponsor Summary Dayton K-12 Schools (35-4939)

Packet	Applications	Claims	Payments	Users
Item	Req	On-Line Forms Description	Count/Date	Status
1	★	Sponsor Information Sheet		Pending Approval
2	★	Sponsor Budget Form		Pending Approval
3	★	Site Information Sheet	4 of 4	Incomplete

↑ Top of Form

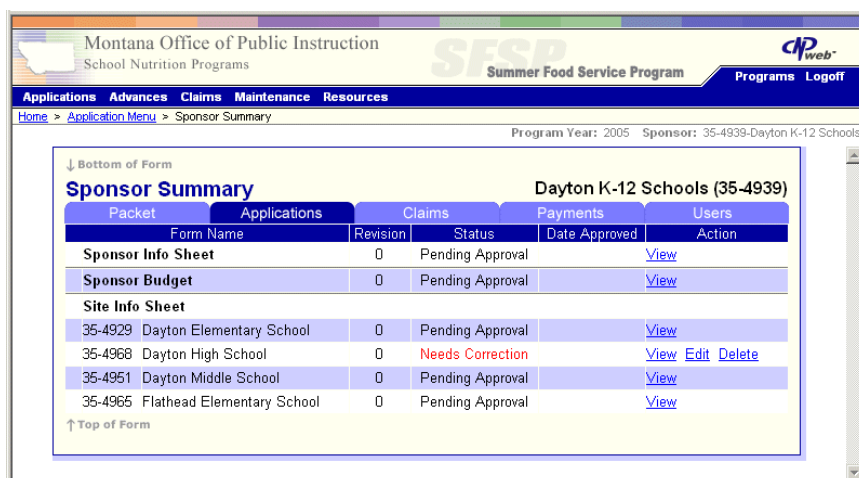
Screen 40: The Sponsor Summary – Packet page showing that one or more site information sheets have been returned by the OPI for correction.



The *CNPweb* shows the types of forms that have been returned with the Incomplete status. For more information, see “Packet and Form Statuses” on page 10.

Step 2: Click the APPLICATIONS tab.

The *CNPweb* displays the SPONSOR SUMMARY – APPLICATIONS page.



Montana Office of Public Instruction
School Nutrition Programs

Summer Food Service Program

Applications Advances Claims Maintenance Resources

Home > Application Menu > Sponsor Summary

Program Year: 2005 Sponsor: 35-4939-Dayton K-12 Schools

↓ Bottom of Form

Sponsor Summary Dayton K-12 Schools (35-4939)

Packet	Applications	Claims	Payments	Users
Form Name	Revision	Status	Date Approved	Action
Sponsor Info Sheet	0	Pending Approval		View
Sponsor Budget	0	Pending Approval		View
Site Info Sheet				
35-4929 Dayton Elementary School	0	Pending Approval		View
35-4968 Dayton High School	0	Needs Correction		View Edit Delete
35-4951 Dayton Middle School	0	Pending Approval		View
35-4965 Flathead Elementary School	0	Pending Approval		View

↑ Top of Form

Screen 41: An example of the Sponsor Summary – Applications page showing one site information sheet with the Needs Correction status.

Step 3: Locate an application form with the NEEDS CORRECTION status.



If an individual document has more than one version, the current version is displayed. For more information about viewing the entire document history, see “Sponsor Summary – Applications Page” on page 9.

- Step 4:** Click EDIT.
The *CNPweb* displays the selected application form.
- Step 5:** Make all required changes to this application form.
- Step 6:** Scroll to the bottom of the application form.
- Step 7:** Click SUBMIT.
The *CNPweb* checks the updated application form for input errors.
- Step 8:** If errors are found, the *CNPweb* displays the POST CONFIRMATION page with the error detection message.



*You must correct all input errors before you can resubmit your packet to the OPI for approval.
For more information, see "Form Input Errors" on page 16.*

- Step 9:** If no errors are found, the *CNPweb* displays the POST CONFIRMATION page with the pending submission status message.
- Step 10:** Repeat **Step 3** through **Step 9** for each application form with the NEEDS CORRECTION status.
- Step 11:** When all forms have been corrected, click the PACKET page.
The *CNPweb* displays the SPONSOR SUMMARY – PACKET page.

Montana Office of Public Instruction
School Nutrition Programs

SFSP Summer Food Service Program

Applications Advances Claims Maintenance Resources

Home > Application Menu > Sponsor Summary

Program Year: 2005 Sponsor: 35-4939-Dayton K-12 Schools

↓ Bottom of Form

Sponsor Summary Dayton K-12 Schools (35-4939)

Item	Req	On-Line Forms Description	Count/Date	Status
1	★	Sponsor Information Sheet		Pending Approval
2	★	Sponsor Budget Form		Pending Approval
3	★	Site Information Sheet	4 of 4	Pending Submission

☐ Check here and click on the "Submit" button below to submit forms to the State for Approval.
(Once the forms have been submitted to the State Agency, no additional changes can be made prior to Approval.)

Submit

↑ Top of Form

Screen 42: The Sponsor Summary – Packet page showing that all corrections have been made and the packet is ready for approval.

- Step 12:** Check the box above the SUBMIT button.



*Once you submit your packet, you cannot make changes to your forms until they are approved by the OPI. Make sure they are complete and accurate before you submit them.
For more information, see "Review Your Packet" on page 29.*

Step 13: Click SUBMIT.

The *CNPweb* resubmits your packet to the OPI for approval and displays the SPONSOR SUMMARY – PACKET page with updated status information.

Montana Office of Public Instruction
School Nutrition Programs

SFSFSP Summer Food Service Program

Applications Advances Claims Maintenance Resources Programs Logoff

Home > Application Menu > Sponsor Summary

Program Year: 2005 Sponsor: 35-4939-Dayton K-12 Schools

↓ Bottom of Form

Sponsor Summary

Dayton K-12 Schools (35-4939)

Packet		Applications	Claims	Payments	Users
Item	Req	On-Line Forms Description		Count/Date	Status
1	★	Sponsor Information Sheet			Pending Approval
2	★	Sponsor Budget Form			Pending Approval
3	★	Site Information Sheet		4 of 4	Pending Approval
4		Forms Submitted to State for Approval		4/11/2005	Pending Approval

↑ Top of Form

Screen 43: An example of the Sponsor Summary – Packet page after resubmitting your packet to the OPI for approval.

3 Updating Application Forms

Revision Overview

You can make changes to the application forms in your packet (sponsor information sheet, site information sheet, and budget) as necessary throughout the program year. The status of the application form determines the procedure you use.

- **Edit the existing application form** – you can make changes to an existing form if it has not been approved (statuses include ERRORS, PENDING SUBMISSION, and NEEDS CORRECTION).
- **Revise the existing application form** – you must submit a revision to the existing form if it has been approved (status APPROVED).



You cannot make changes to an application form with the Pending Approval status.

Once an application form has been approved, you must submit a form revision to the OPI for review and approval. The *CNPweb* keeps a copy of each approved version of each application form.

Revise an Application Form

You can revise an approved Summer Food Service Program application form (sponsor information sheet, site information sheet, and budget) throughout the program year after your enrollment packet has been approved. The process for revising is the same for each type of application form.

When you submit an original application form at the start of the program year, you submit it as part of your enrollment packet. When you revise an approved application form during the program year, you submit the form directly to the OPI, apart from your packet. For this reason, you must check a box on the application form to submit the revised information sheet to the OPI for review and approval. An example of this checkbox appears below.

When you submit a revised application form, the OPI reviews the form. They can either approve the revision, or they can send it back to you for correction.



If your revised application form comes back from the OPI as Needs Correction, you must edit it to make the changes and resubmit the form. When the revised application form is approved, it remains part of the form history.

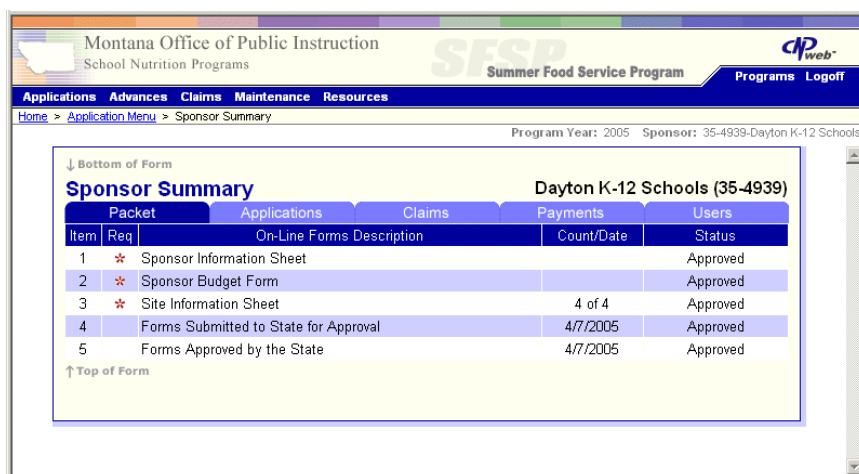
To revise an approved application form:

Step 1: Display the SPONSOR SUMMARY page.



For more information, see “Access the Sponsor Summary Page” on page 2.

The CNPweb displays the SPONSOR SUMMARY – PACKET page.



Montana Office of Public Instruction
School Nutrition Programs

Summer Food Service Program

Applications Advances Claims Maintenance Resources

Home > Application Menu > Sponsor Summary

Program Year: 2005 Sponsor: 35-4939-Dayton K-12 Schools

↓ Bottom of Form

Sponsor Summary

Dayton K-12 Schools (35-4939)

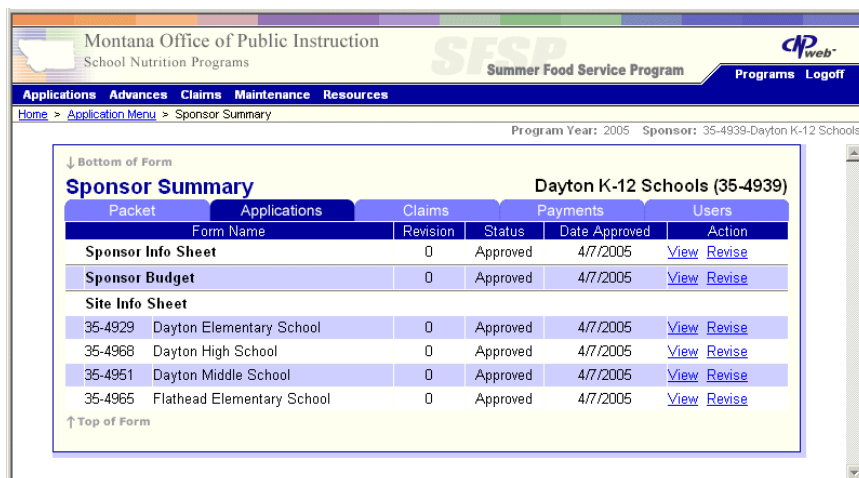
Packet	Applications	Claims	Payments	Users
Item	Req	On-Line Forms Description	Count/Date	Status
1	★	Sponsor Information Sheet		Approved
2	★	Sponsor Budget Form		Approved
3	★	Site Information Sheet	4 of 4	Approved
4		Forms Submitted to State for Approval	4/7/2005	Approved
5		Forms Approved by the State	4/7/2005	Approved

↑ Top of Form

Screen 44: The Sponsor Summary – Packet page showing an approved packet.

Step 2: Click the APPLICATIONS tab.

The CNPweb displays the SPONSOR SUMMARY – APPLICATIONS page.



Montana Office of Public Instruction
School Nutrition Programs

Summer Food Service Program

Applications Advances Claims Maintenance Resources

Home > Application Menu > Sponsor Summary

Program Year: 2005 Sponsor: 35-4939-Dayton K-12 Schools

↓ Bottom of Form

Sponsor Summary

Dayton K-12 Schools (35-4939)

Packet	Applications	Claims	Payments	Users
Form Name	Revision	Status	Date Approved	Action
Sponsor Info Sheet	0	Approved	4/7/2005	View Revise
Sponsor Budget	0	Approved	4/7/2005	View Revise
Site Info Sheet				
35-4929 Dayton Elementary School	0	Approved	4/7/2005	View Revise
35-4968 Dayton High School	0	Approved	4/7/2005	View Revise
35-4951 Dayton Middle School	0	Approved	4/7/2005	View Revise
35-4965 Flathead Elementary School	0	Approved	4/7/2005	View Revise

↑ Top of Form

Screen 45: An example of the Sponsor Summary – Applications page showing all approved application forms.

Step 3: Locate the application form you need to revise in the list.



If an individual document has more than one version, the current version is displayed. For more information about viewing the entire document history, see “Sponsor Summary – Applications Page” on page 9.

Step 4: Click REVISE.



If the Revise option is not available, it means that this application form has not been approved by the OPI. You may be able to edit the current version, or you may have to wait for the OPI to approve the form before you can make changes.

For more information, see "Packet and Form Statuses" on page 10.

The CNPweb displays the selected application form.

Montana Office of Public Instruction
School Nutrition Programs

Summer Food Service Program

Applications Advances Claims Maintenance Resources

Home > Application Menu > Sponsor Summary > Site Info

Program Year: 2005 Sponsor: 35-4939-Dayton K-12 Schools

SFSP Montana Office of Public Instruction

Site Information Sheet

Flathead Elementary School (35-4965)

Dayton K-12 Schools (35-4939)
2004-2005 Program Year
Pending Submission
Revision 1

↓ Bottom of Form

Mailing Address		Site Street Address	
(1) Addr1:	US Highway 93	(6) Addr1:	US Highway 93
(2) Addr2:		(7) Addr2:	
(3) City:	Dayton	(8) City:	Dayton
(4) State:	MT	(9) State:	MT
(5) Zip Code:	59914	(10) Zip Code:	59914
		(11) County:	Lake

Screen 46: An example of the Site Information Sheet showing the previous information with the Pending Submission status for revision 1.



Notice that the CNPweb updates the revision number at the top of this application form.

Step 5: Make all appropriate changes to the application form.

Step 6: Scroll to the bottom of the page.

Montana Office of Public Instruction
School Nutrition Programs

Summer Food Service Program

Applications Advances Claims Maintenance Resources

Home > Application Menu > Sponsor Summary > Site Info

Program Year: 2005 Sponsor: 35-4939-Dayton K-12 Schools

☐ Check here to submit this form to the State for Approval

Created By: 12345 Date Created: 4/7/2005 Modified By: 13579 Date Modified: 4/7/2005

↑ Top of Form

Submit Cancel

Screen 47: An example of the Site Information Sheet showing the submit revision checkbox.

Step 7: Check the box to submit the application form to the OPI for approval.



When you revise an approved information sheet, you must check this box to submit the application form to the OPI for approval.

Step 8: Click SUBMIT.

The *CNPweb* checks your application form for input errors.

Step 9: If errors are found, the *CNPweb* displays the appropriate POST CONFIRMATION page with the error detection message.

Montana Office of Public Instruction
School Nutrition Programs

SESP Summer Food Service Program

Applications Advances Claims Maintenance Resources Programs Logoff

Home > Application Menu > Sponsor Summary > Sponsor Info

Program Year: 2004 Sponsor: 35-4939-Dayton K-12 Schools

Post Confirmation

The **Sponsor Information Sheet** was posted to the database with a status of **Errors Detected**.

The form entered failed to pass the edit process because of either incomplete or improper information. These errors must be corrected before the form can be approved by DPS. Please return to the entry form to review the errors and make the necessary corrections.

Click [HERE](#) to go to the Sponsor Information Sheet Listing or select another option from the menu above.

Screen 48: An example of the Sponsor Information – Post Confirmation page showing the error detection message.



For more information, see “Correcting Form Errors” on page 16.

Step 10: If no errors are found, the *CNPweb* displays the appropriate POST CONFIRMATION page with the pending approval status message.

Montana Office of Public Instruction
School Nutrition Programs

SESP Summer Food Service Program

Applications Advances Claims Maintenance Resources Programs Logoff

Home > Application Menu > Sponsor Summary > Site Info

Program Year: 2005 Sponsor: 35-4939-Dayton K-12 Schools

Post Confirmation

The **Site Information Sheet** was posted to the database with a status of **Pending Approval**.

The form will now be reviewed by OPI for final approval.

Click [HERE](#) to go to the Site Information Sheet Listing or select another option from the menu above.

Screen 49: An example of the Site Information Sheet – Post Confirmation page showing the pending approval status message.

Step 11: Click to display the appropriate Listing page.



The exact page name on the Post Conformation page depends on the type of application form you revised.

The CNPweb displays the SPONSOR SUMMARY – APPLICATIONS page.

Montana Office of Public Instruction
School Nutrition Programs

Summer Food Service Program

Applications Advances Claims Maintenance Resources

Home > Application Menu > Sponsor Summary

Program Year: 2005 Sponsor: 35-4939-Dayton K-12 Schools

↓ Bottom of Form

Sponsor Summary Dayton K-12 Schools (35-4939)

Packet	Applications	Claims	Payments	Users
Form Name	Revision	Status	Date Approved	Action
<input checked="" type="checkbox"/> Sponsor Info Sheet	1	Approved	4/7/2007	View Revise
Sponsor Budget	0	Approved	4/7/2005	View Revise
Site Info Sheet				
35-4929 Dayton Elementary School	0	Approved	4/7/2005	View Revise
35-4968 Dayton High School	0	Approved	4/7/2005	View Revise
35-4951 Dayton Middle School	0	Approved	4/7/2005	View Revise
<input checked="" type="checkbox"/> 35-4965 Flathead Elementary School	1	Pending Approval		View

↑ Top of Form

Screen 50: An example of the Sponsor Summary – Applications page showing a revised site information sheet pending approval.



The CNPweb submits your revised application form to the OPI for review and approval.

The OPI will either approve your revision (Approved status) or will ask you to make corrections (Needs Correction status). You can tell the status of the revised application form on the Sponsor Status – Applications page.

If the OPI returns your application form for correction, you must edit it and make the required changes. For more information about correcting a form returned by the OPI, see “Correcting a Returned Form” on page 32.

4 Reimbursement Claims

Reimbursement Claims Overview

The *CNPweb* uses the information provided on your sponsor information sheet, site information sheets, and sponsor budget to determine your participation in the Summer Food Service Program and the months in which your organization can submit a reimbursement claim.

Each monthly claim must be submitted using the following guidelines:

- Reimbursement claims are submitted for one calendar month, and cannot be submitted until the 1st day of the following month.
- A claim contains a summary of all reimbursement data from all sites operated by the sponsor.
- All claims must be submitted within 60 days of the month ending.

If you do not have all numbers you need to submit your claim, you can enter partial information into the SPONSOR CLAIM form and submit it without checking that it is ready for payment. Until you mark that the claim is ready for payment, your claim will not be sent to the OPI for approval.

The OPI has two processes for approving reimbursement claims.

- For some sponsor organizations, the OPI requires the organization to submit a claim for approval and payment.
- For some sponsor organizations, the OPI automatically approves a claim when the organization submits it.

You can make changes to a reimbursement claim as necessary throughout the program year within the 60 day limitation. The OPI reviews and approves each claim change, and the *CNPweb* keeps a copy of the original claim and each approved claim revision.

You can perform the following claims tasks throughout the program year:

Task Description	Page
Submit a new reimbursement claim	44
Revise a paid reimbursement claim	47

Sponsor Summary – Claims Page

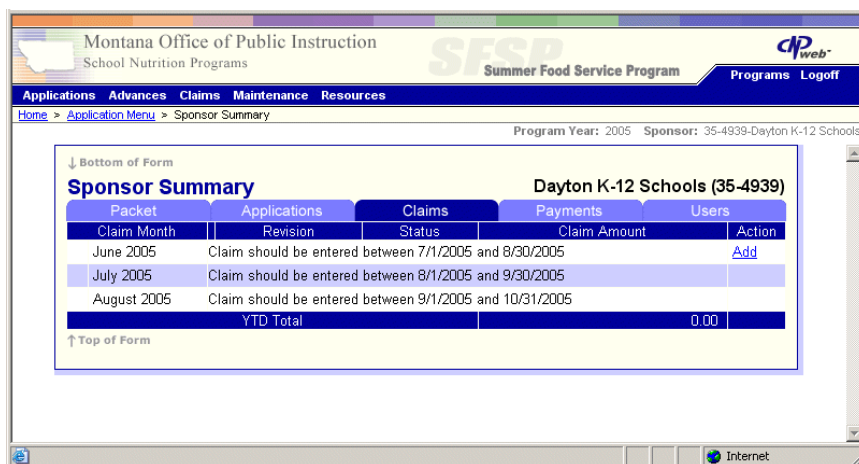
The SPONSOR SUMMARY – CLAIMS page provides access to create and revise your organization's monthly Summer Food Service Program reimbursement claims. The SPONSOR SUMMARY – CLAIMS page also tracks the status of monthly reimbursement claims that you create and submit to the OPI throughout the program year.



For more information about reimbursement claims statuses, see "Claims Statuses" below.

When you have revised claim forms, the SPONSOR SUMMARY – CLAIMS page allows you to review the original version and each revision.

- The most current version displays on the page.
- Use the + (plus sign) to display a claim form history for the current program year.
- Use the – (minus sign) to display only the current claim form.



Screen 51: An example of the Sponsor Summary -- Claims page before creating reimbursement claims for the program year.

Claims Statuses

The *CNPweb* uses statuses to identify the location of each monthly Summer Food Service Program reimbursement claim in the creation and approval process.

The review and approval process for claims is different from the review and approval process for application forms (sponsor information sheet, site information sheet, and budget) and uses fewer statuses.



For more information about form statuses, see "Packet and Form Statuses" on page 10.

The following table explains each of the claims statuses:

Status	Description
Errors	<p>The <i>CNPweb</i> uses the ERRORS status when a reimbursement claim contains input errors. The errors must be corrected before the claim can be submitted to the OPI for approval.</p> <p><i>When all errors are correct, the <i>CNPweb</i> assigns the Pending Submission, Pending Approval, or Approved status.</i></p>

Status	Description
Pending Submission	<p>The <i>CNPweb</i> uses the PENDING SUBMISSION status when a reimbursement claim is ready to submit to the OPI for approval and payment.</p> <p>To submit a claim with the PENDING SUBMISSION status, you must check the box above the SUBMIT button labeled "CHECK HERE WHEN CLAIM IS READY FOR PAYMENT." and submit the claim.</p> <p><i>When you submit your claim, it has the Pending Approval or Approved status.</i></p>
Pending Approval	<p>The <i>CNPweb</i> uses the PENDING APPROVAL status when the OPI has your claim for approval and payment.</p> <p>The <i>CNPweb</i> also assigns the PENDING APPROVAL status to a revised claim form that you submit during the program year for approval and payment.</p> <p><i>Your organization cannot edit a claim with the Pending Approval status.</i></p>
Approved	<p>The <i>CNPweb</i> uses the APPROVED status for your claim when it is approved for payment.</p> <p>An approved claim remains in the <i>CNPweb</i>. You cannot make changes to an approved claim until it has been paid.</p> <p><i>Your organization cannot edit a claim with the Approved status.</i></p>
Paid	<p>The <i>CNPweb</i> uses the PAID status for your claim when the OPI has posted the claim payment.</p> <p>You cannot make any changes to a paid claim. However, you can submit a claim revision.</p> <ul style="list-style-type: none"> ■ If your changes result in an upward adjustment, after the OPI approves the claim revision, they will pay you the additional amount. ■ If your changes result in a downward adjustment, after the OPI approves your next claim, the overpayment amount will be subtracted from the monies owed to you.

The following table identifies the actions you can take on a reimbursement claim based on its status.

Status	View	Edit	Delete	Revise
Errors	■	■	■	
Pending Submission	■	■	■	
Pending Approval	■			
Approved	■			
Paid	■			■

Submit a Reimbursement Claim

To create a monthly reimbursement claim for the Summer Food Service Program:

Step 1: Display the SPONSOR SUMMARY page.

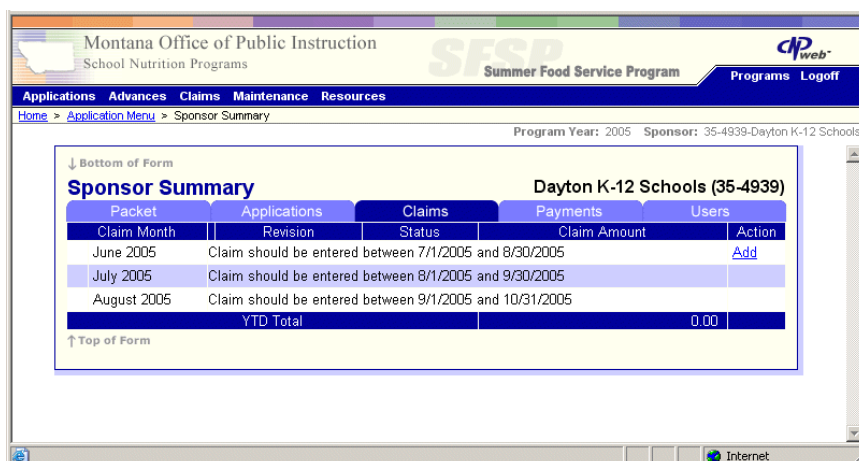


For more information, see "Access the Sponsor Summary Page" on page 2.

The *CNPweb* displays the SPONSOR SUMMARY – PACKET page.

Step 2: Click CLAIMS.

The *CNPweb* displays the SPONSOR SUMMARY – CLAIMS page.



Montana Office of Public Instruction
School Nutrition Programs

SPSP Summer Food Service Program

Applications Advances Claims Maintenance Resources

Home > Application Menu > Sponsor Summary

Program Year: 2005 Sponsor: 35-4939-Dayton K-12 Schools

↓ Bottom of Form

Sponsor Summary

Dayton K-12 Schools (35-4939)

Packet	Applications	Claims	Payments	Users
Claim Month	Revision	Status	Claim Amount	Action
June 2005	Claim should be entered between 7/1/2005 and 8/30/2005			Add
July 2005	Claim should be entered between 8/1/2005 and 9/30/2005			
August 2005	Claim should be entered between 9/1/2005 and 10/31/2005			
YTD Total				0.00

↑ Top of Form

Screen 52: An example of the Sponsor Summary – Claims page showing program participation in June, July and August.

Step 3: Click ADD for the desired month.



The current date determines the claim month(s) that are available to accept claims.

The *CNPweb* displays the SPONSOR CLAIM form.

Montana Office of Public Instruction
School Nutrition Programs

SFSP Summer Food Service Program

Applications Advances Claims Maintenance Resources

Home > Application Menu > Sponsor Summary > Sponsor Claim

Program Year: 2005 Sponsor: 35-4939-Dayton K-12 Schools

SFSP Montana Office of Public Instruction
Sponsor Claim

Dayton K-12 Schools (35-4939)
Dayton Schools Administration Dayton, MT 59914

June 2005
Pending Submission
Original Claim

↓ Bottom of Form

Claim Detail	(A) Month	(B) ADP	(C) Number of Sites	(D) Operating Days
(1) Claim Month Selected	June	1		

Eligible Meals Served	(A) Breakfast	(B) AM Snack	(C) Lunch	(D) Supper	(E) PM Snack
(4) First Meals					
(5) Second Meals					
(6) Total Meals					

Screen 53: An example of the Sponsor Claim form before entering any information.

Step 4: Complete the SPONSOR CLAIM form.



If you need assistance in completing this form, contact the OPI.

Step 5: Scroll to the bottom of the claim form.

The *CNPweb* displays the bottom of the claim form with the SUBMIT button.

Step 6: Check the box labeled "CHECK HERE WHEN CLAIM IS READY FOR PAYMENT".

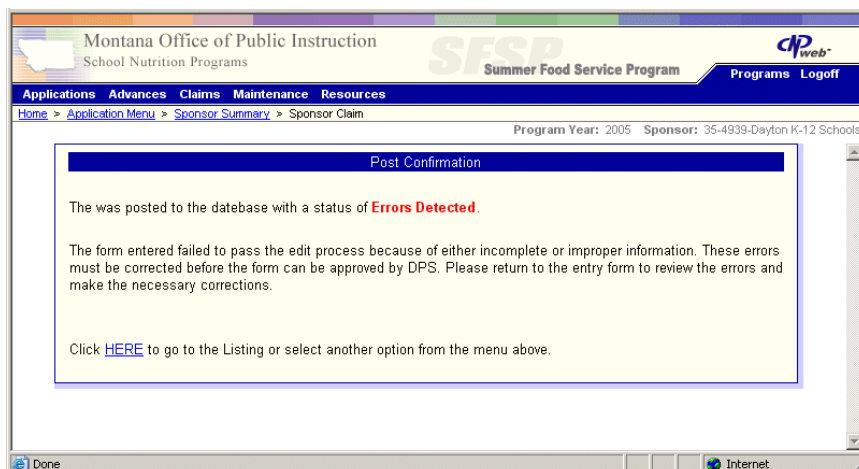


Claims that remain unchecked will not be submitted to the OPI even if they contain no input errors.

Step 7: Click SUBMIT.

The *CNPweb* checks your reimbursement claim for input errors.

Step 8: If errors are found, the *CNPweb* displays the SPONSOR CLAIM – POST CONFIRMATION page with the error detection message.



Montana Office of Public Instruction
School Nutrition Programs

SFSP Summer Food Service Program

Applications Advances Claims Maintenance Resources

Home > Application Menu > Sponsor Summary > Sponsor Claim

Program Year: 2005 Sponsor: 35-4939-Dayton K-12 Schools

Post Confirmation

The was posted to the database with a status of **Errors Detected**.

The form entered failed to pass the edit process because of either incomplete or improper information. These errors must be corrected before the form can be approved by DPS. Please return to the entry form to review the errors and make the necessary corrections.

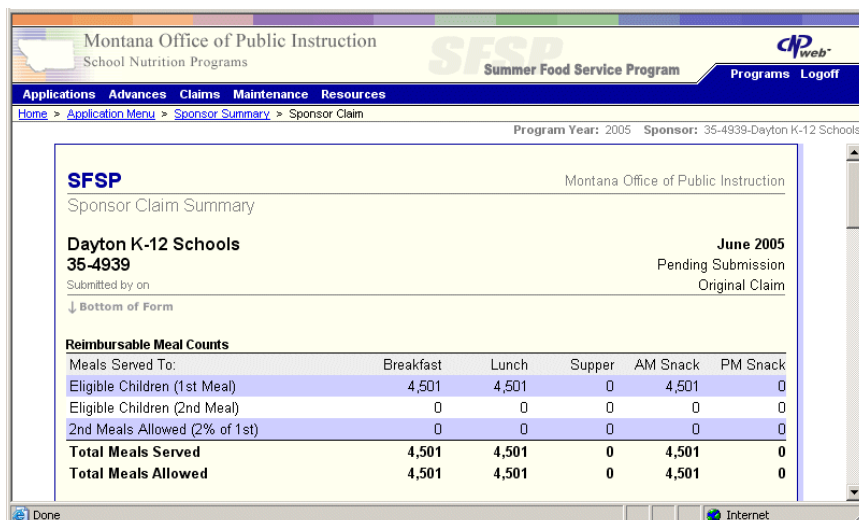
Click [HERE](#) to go to the Listing or select another option from the menu above.

Screen 54: An example of the Sponsor Claim – Post Confirmation page showing the error detection message.



If your reimbursement claim contains input errors, you must correct them and resubmit your claim. For more information, see “Form Input Errors” on page 16.

Step 9: If no errors are found, the *CNPweb* displays SPONSOR CLAIM SUMMARY page with the claim status.



Montana Office of Public Instruction

SFSP Summer Food Service Program

Applications Advances Claims Maintenance Resources

Home > Application Menu > Sponsor Summary > Sponsor Claim

Program Year: 2005 Sponsor: 35-4939-Dayton K-12 Schools

SFSP Montana Office of Public Instruction

Sponsor Claim Summary

Dayton K-12 Schools **June 2005**

35-4939 Pending Submission

Submitted by on Original Claim

↓ Bottom of Form

Reimbursable Meal Counts	Breakfast	Lunch	Supper	AM Snack	PM Snack
Meals Served To:					
Eligible Children (1st Meal)	4,501	4,501	0	4,501	0
Eligible Children (2nd Meal)	0	0	0	0	0
2nd Meals Allowed (2% of 1st)	0	0	0	0	0
Total Meals Served	4,501	4,501	0	4,501	0
Total Meals Allowed	4,501	4,501	0	4,501	0

Screen 55: An example of the Sponsor Claim Summary page showing the pending submission status for an original claim.



- If your reimbursement claim has the Pending Submission status, it has not been submitted to the OPI for approval. You must resubmit the claim.
- If your reimbursement claim has the Pending Approval status, it has been sent to the OPI for approval and payment.
- If your reimbursement claim has the Approved status, the OPI has automatically approved your claim and it is waiting for payment.

For more information, see "Claims Statuses" on page 42.

Step 10: To display the SPONSOR SUMMARY – CLAIMS page, click SPONSOR SUMMARY in the bread crumb trail.



For more information about the page components, see "Page Content Overview" on page 4.

Claim Revisions

You can make changes to a Summer Food Service Program claim after the OPI has authorized payment to your organization. However, you cannot change the paid claim – you must submit a claim revision. The process of submitting a claim revision is similar to submitting a new claim. However, the financial results of the revision are different.

- **If your revision results in an upward adjustment** (your organization is entitled to more money than the previous claim), the additional amount is calculated. When the OPI approves the claim revision, they authorize payment of the additional funds.
- **If your revision results in a downward adjustment** (your organization is entitled to less money than the previous claim), the amount of overpayment to your organization is calculated as the revision amount. The next time that you submit a reimbursement claim to the OPI, this amount is subtracted from your claim amount.

Revise a Paid Claim

To make changes to a claim (an original or revision) after it has been approved and paid by the OPI:

Step 1: Display the SPONSOR SUMMARY page.



For more information, see "Access the Sponsor Summary Page" on page 2.

The *CNPweb* displays the SPONSOR SUMMARY – PACKET page.

Step 2: Click CLAIMS.

The *CNPweb* displays the SPONSOR SUMMARY – CLAIMS page.

Montana Office of Public Instruction
School Nutrition Programs

SFSP Summer Food Service Program

Applications Advances Claims Maintenance Resources Programs Logoff

Home > Application Menu > Sponsor Summary

Program Year: 2005 Sponsor: 35-4939-Dayton K-12 Schools

↓ Bottom of Form

Sponsor Summary

Dayton K-12 Schools (35-4939)

Packet	Applications	Claims	Payments	Users
Claim Month		Revision	Status	Claim Amount
June 2005	Sponsor Claim	0	Paid	831.45
July 2005	Claim should be entered between 8/1/2005 and 9/30/2005			View Revise
August 2005	Claim should be entered between 9/1/2005 and 10/31/2005			Add
YTD Total				831.45

↑ Top of Form

Screen 56: An example of the Sponsor Summary – Claims page showing a paid claim.

Step 3: This page automatically shows the most current version of each monthly reimbursement claim.

Step 4: Locate the paid claim that you need to revise.



- If the claim has the Approved status, you cannot make changes until the claim is paid.
- If the claim has the Pending Submission or Pending Approval status, you must edit the current claim version.

Step 5: Click REVISE.

The CNPweb displays the SPONSOR CLAIM form.

Montana Office of Public Instruction
School Nutrition Programs

SFSP Summer Food Service Program

Applications Advances Claims Maintenance Resources Programs Logoff

Home > Application Menu > Sponsor Summary > Sponsor Claim

Program Year: 2005 Sponsor: 35-4939-Dayton K-12 Schools

↓ Bottom of Form

SFSP

Montana Office of Public Instruction

Sponsor Claim

Dayton K-12 Schools (35-4939)

Dayton Schools Administration Dayton, MT 59914

June 2005

Pending Submission
Revision 1

↓ Bottom of Form

Claim Detail	(A)	(B)	(C)	(D)
	Month	ADP	Number of Sites	Operating Days
(1) Claim Month Selected	June	910	4	15

Screen 57: An example of the Sponsor Claims form for revision 1.



Notice that the claim revision automatically has changed the revision number from 0 (original claim) to 1.

Step 6: Make all appropriate changes to the claim form.

Step 7: Scroll to the bottom of the form.

The CNPweb displays the bottom of the claim form with the SUBMIT button.

Step 8: Check the box labeled “CHECK HERE WHEN CLAIM IS READY FOR PAYMENT”.

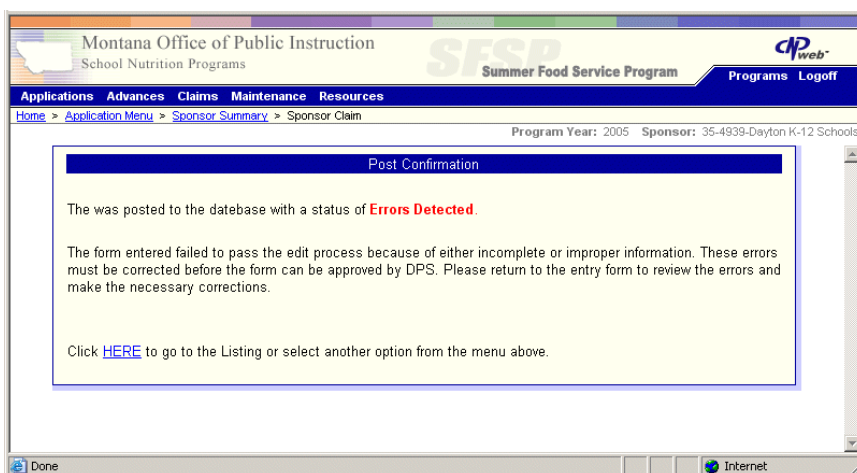


Claims that remain unchecked will not be submitted to the OPI even if they contain no input errors.

Step 9: Click SUBMIT.

The *CNPweb* checks your reimbursement claim for input errors.

Step 10: If errors are found, the *CNPweb* displays the SPONSOR CLAIM – POST CONFIRMATION page with the error detection message.

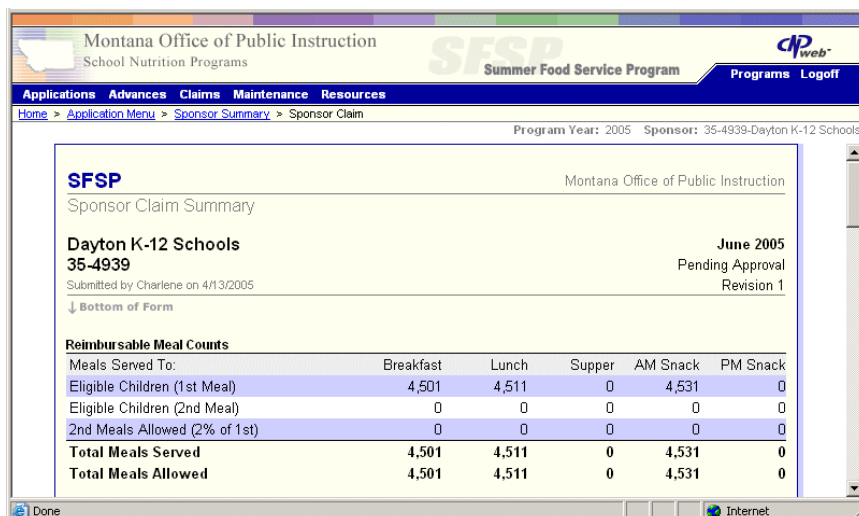


Screen 58: An example of the Sponsor Claim – Post Confirmation page showing the error detection message.



If your reimbursement claim contains input errors, you must correct them and resubmit your claim. For more information, see “Form Input Errors” on page 16.

Step 11: If no errors are found, the *CNPweb* displays SPONSOR CLAIM SUMMARY page with the claim status.



Montana Office of Public Instruction
School Nutrition Programs

SFSP Summer Food Service Program

Applications Advances Claims Maintenance Resources Programs Logoff

Home > Application Menu > Sponsor Summary > Sponsor Claim

Program Year: 2005 Sponsor: 35-4939-Dayton K-12 Schools

SFSP Montana Office of Public Instruction

Sponsor Claim Summary

Dayton K-12 Schools
35-4939

Submitted by Charlene on 4/13/2005

June 2005
Pending Approval
Revision 1

↓ Bottom of Form

Reimbursable Meal Counts

Meals Served To:	Breakfast	Lunch	Supper	AM Snack	PM Snack
Eligible Children (1st Meal)	4,501	4,511	0	4,531	0
Eligible Children (2nd Meal)	0	0	0	0	0
2nd Meals Allowed (2% of 1st)	0	0	0	0	0
Total Meals Served	4,501	4,511	0	4,531	0
Total Meals Allowed	4,501	4,511	0	4,531	0

Screen 59: An example of the Sponsor Claim Summary page showing the pending approval status for a revised claim.



- If your reimbursement claim has the Pending Submission status, it has not been submitted to the OPI for approval. You must resubmit the claim.
- If your reimbursement claim has the Pending Approval status, it has been sent to the OPI for approval and payment.
- If your reimbursement claim has the Approved status, the OPI has automatically approved your claim.

For more information, see "Claims Statuses" on page 42.

Step 12: To display the SPONSOR SUMMARY – CLAIMS page, click SPONSOR SUMMARY in the bread crumb trail.



For more information about the page components, see "Page Content Overview" on page 4.

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Montana Office of Public Instruction

***Summer Food Service Program
Sponsor Training Manual
Feedback Form***

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Use additional pages if necessary.

Thank you for taking the time to answer these questions.

Please fax your completed form to Montana OPI at (406) 444-2955.